

April 20, 2003

To Whom It May Concern,

This letter is provided in recognition of Mr. Richard Nelson's contribution to Nova Group during his employment as a language instructor between October 10, 2000 and April 18, 2003.

Richard's duties were primarily to manage language communication classes of up to four students and to regularly lead larger groups in facilitated discussions. Other duties covered a range of administrative areas including completion of student ability assessments and counseling reports, creation and demonstration of customized lessons for prospective clients and team-based curriculum development.

Our student body consists of mainly adults, from beginner to advanced, and Richard conducted classes at all levels. Lessons begin with focused activities that improve basic language skills and introduce the main lesson objective. As the lesson progresses and the students become more adept with the main language point, the instructor introduces - through tasks and activities - varying situations where this may be used. Richard was skilled at determining students needs and tailoring classes to address these needs.

Richard was also involved in additional programs. These included preparatory courses for students wishing to take standardized English examinations, and specialist child learning programs catering for students aged between three and twelve years. These classes are taught in both group and individual settings and require strong planning and time management skills, as well as a capacity for creative instruction. Richard's participation in these programs was valued and students indicated that the classes provided were dynamic and challenging. Due to his commitment, Richard was selected to become the branch program coordinator for these preparatory courses.

Sincerely,



Tony Byrne
Manager
Osaka Foreign Personnel