

March 18th, 2020

RE: Letter of Recommendation for Giselle Bautista Aguilar

To Whom It May Concern,

It is with great pleasure that I recommend Giselle Bautista Aguilar for a position in Language Instruction and Education. I have known her for six years as a responsible and outstanding student, who took two courses with me in the B.A TEFL degree program at UNAD University (The Open and Distance National University) in Colombia.

In 2016, I worked with Giselle for one year in the delivery of an English Conversation course, as the course Director. Due to her excellent speaking skills, proficient English level and personal qualities, I requested that Mrs. Aguilar help me as an online teaching assistant, conducting Skype English Conversation classes, designing activities for students, and performing evaluations.

During her time as a volunteer, she performed the following specific duties:

1. She gave weekly English Conversation classes live on Skype, with ten students in the first academic period (February to June).
2. She attended and participated in weekly online meetings with the Director of the English Conversation course in the second academic period (August to December).
- 3) She helped to analyze, organize, manage and coordinate tasks for the online E.C course. She suggested additional ideas, and looked for content and materials for the improvement of the English Conversation course's activities, with the intention of boosting students' confidence and active participation.
- 4) She contributed to the teaching experience of some student teachers, or her TEFL peers, by co-planning with them and suggesting a more organized and motivating scenario for students to learn the English language.

Mrs. Aguilar's dedication, work ethic, reliability, organization, and pro-activity was evident during her time as a volunteer. She loves to share, to innovate, and to reflect on her daily teaching tasks, not forgetting her past and current experiences as a language learner. In just a few short months, she was able to create on her own a warm, online instructional environment where students were always engaged and excited by the learning process and participation. Giselle remained as a teacher assistant for another two years.

I am confident that as an Online Language Instructor within your institution, Mrs. Aguilar will excel in her teaching vocation.



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