

Carol Martinez  
April 21, 2006  
Avance El Paso Chapter  
Mini-Lesson

**Subject-** ESL & Writing

**Objective-** The adult learner will practice computer skills, writing, vocabulary and oral communication by asking and answering questions that focused around the area of employment. Understand the importance of a letter of recommendation for work, school or housing.

**Materials-** Work Place Plus Work Book  
Letter of Recommendation Template  
Spanish/English Dictionary  
Computer Internet  
Program Word  
El Paso Times

**Procedure-** Students were asked to complete a section in the workbook Work Place Plus, follow a cassette, create sentences of pictures in the unit and participate in a class discussion about the information in the section. Students were asked to look up the definition of the word **recommendation**. Then who, what, when, how and types of letters of recommendation were discussed with the class. Students were asked to work in groups of three and write a letter of recommendation for another student. Students decided what type they needed. They used the newspaper classifieds, phone book and Internet to find a businesses name, address, phone number and positions available or any apartment listings if the letter was for available living locations.

**Outcome-** Students were introduced to different formats, what kind of information should be included and the importance of a letter of recommendation. Overall students were able to practice computer skills, speaking and writing English by doing this assignment. Students were able to get a good understanding about letters of recommendation.

*Hilda Villasana  
1901 Cypress apt. 1015  
El Paso, TX. 79905*

*April 24, 2006*

*Wells Fargo  
Bassett Branch  
6175 Gateway West  
El Paso, TX. 79925.*

*To Whom It May Concern:*

*I am pleased to recommend Maria Juarez to you as a highly skilled and experienced mother. I have known her for two years. She is a sincere and honest person. She likes to read, she is studying English like a second language, and all ready finished her GED exams and just is waiting for the results. She knows how to use the sewing machine very well. She is creative, enterprising, friendly and a hard-worker person. If you have any question feel free to contact me at 313-3614, thank you.*

*Sincerely*

*Hilda Villasana.*

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*Hilda Villasana.*

**Guadalupe Torres  
464 S. Glenwood  
El Paso TX. 79905  
Ph. (915) 772-0923**

**April 24, 2006**

**Furniture Row  
Shopping Center  
11835 Get Way West  
El Paso TX. 79936**

**To Whom It May Concern:**

**I am pleased to recommend Zaida Rivera to you as a highly skilled and experienced mother. I have known her for two years; she is very responsible with her house and duties.**

**She is a very hardworking person and is always on time. Zaida is a very responsible and honest person. I'm sure she's capable and has all the requirements for this position.**

**If you have any further questions please contact me I at the phone number listed above this letter.**

**Sincerely,**

  
**Guadalupe Torres**