

August 22nd, 2006

Letter of Reference For Carl Harstad

To Whom It May Concern,

It is my pleasure to write this letter of reference on behalf of Carl Harstad, who is currently employed by the Beijing Telfort Business Institute on a full-time basis as an English-as-a-Second-Language Teacher. Mr. Carl Harstad has worked for the Telfort Business Institute since September 1st of 2004, and will be leaving us by the end of August 2006. During this time, I have been able to observe Carl Harstad in many different teaching and administrative situations and I feel qualified to comment on his capability.

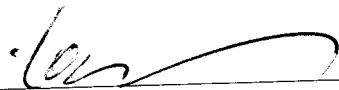
Telfort Business Institute, a joint venture company with the Beijing Youth political College, is a dynamic and well-established English-as-a-Second-Language business institute. Telfort offers instruction in English, Business English, Office Management and Computer Applications for an enrollment of over four hundred second-language learners.

With respect to his duties as an E.S.L. and Business Teacher, Mr. Carl Harstad has consistently demonstrated some exceptional qualities that identify him as a first-class teacher who makes learning challenging and enjoyable for his students. Carl Harstad is a dynamic and determined educator who is sensitive to both the academic and personal needs of his students. Employing a wide variety of learning strategies and teaching techniques in the classroom, Carl Harstad has worked hard to create a very positive environment in which his students feel comfortable and motivated to learn English. Carl Harstad's students have in turn shown their appreciation with a high level of admiration and respect for his effort.

Carl Harstad participated actively in all our faculty meetings, helped in proofreading and improving our curriculum, assisted in maintaining our Electronic resource data base up to date, and played a crucial role in managing various educative projects such as PowerPoint presentations, exam preparation, students committee...

It is with deep regret that Mr. Carl Harstad will be leaving Telfort shortly, and the task of trying to replace his many talents is an unenviable prospect. He will be sorely missed and we wish him the best of luck with his obviously bright future. It is with no hesitation whatsoever that I highly recommend Carl Harstad for any type of related teaching or administrative position in the E.S.L. field - he would undoubtedly become an asset to your organization.

Sincerely,



Toumert Alkhaloufi
Director of Education
Beijing Telfort Business Institute