

Your International Link to Success

Hanoi, 9th August 2010

A welcome to the class *Business English/ Intermediate 2*

Dear Participant,

We are very pleased to welcome you to the Business English/ Intermediate 2 course conducted by Corporate Link - Language Link Vietnam in Hanoi. We hope that our comprehensive training program will bring you many rewards and benefits.

In accordance with our ISO Quality Control Certificate of Language Link, Vietnam, we would like to remind you that only students who fulfill the following requirements will receive a course certificate:

- *Attendance of at least 75 % of the classes. Participants who are absent from 4 or more consecutive lessons, without due notification, may not be allowed to continue the course*
- *Active participation in all classroom endeavors and the completion of all homework*
- *Participation in all testing and examinations, scheduled periodically and at the end of the course, subject to a pass mark of 60% or higher. You will do a midterm and an end-of-course test. 25% of your midterm mark will count towards your overall mark.*

Assessment	Poor	Below Average	Average	Good	Excellent
Attendance	00-49%	50-74%	75-80%	81-85%	86-100%
Overall mark	00-49	50-59	60-75	76-85	86-100

Certificate Grading:

- A **'Certificate of Studies'** will be issued to those with attendance of 75%, or better, and an overall mark of at least 60%
- A **"Certificate of Attendance"** will be issued to those whose attendance and overall mark are below average

In addition, we would be most appreciative if you tried your best to get to class on time and refrain from using your mobile phones in the classroom. If a participant is absent for reasons of sickness or business, he or she must submit a *Leave Application Form*, or a certified letter from his or her manager.

During the course, if a participant needs any extra support, the class monitor is requested to contact our customer service officer, for their assistance on 04-35772020.

Thank you very much for your cooperation, and we wish you a fruitful and pleasant training course.

Yours sincerely,



Mr. Gavan D. Iacono
General Director - Language Link Vietnam