

Linguist Centre

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To whom it may concern
Re: Ms. Iryna Zaikina

Dear Sir/Madam,

I would like to take the opportunity to introduce Ms. Iryna Zaikina, one of the Linguist Centre's best employees, to your organization and recommend her as being entirely suitable for the position of foreign language teacher and/or Russian-German interpreter/translator.

Ms. Iryna Zaikina worked with the Linguist Centre during the eight-year period from March 1998 until December 2005 and was forced to leave the job due to the change of her personal circumstances.

Iryna's work responsibilities as German teacher included teaching general German at beginner-to-upper intermediate levels, which involved development of the optimum lesson scheme aimed at providing systematic development of the four skills as well as extension of vocabulary, structure and usage, correcting and marking learners' progress tests and written work, weekly report to the Director of Studies on their progress, attending staff meetings and participating in workshops and seminars on methodology organized by the school.

With German being the only language used in the classroom, Iryna was able to successfully deal with learners of different age-groups, nationalities (her classes included university exchange students from Lebanon, Turkey, Israel etc.) and language competence. In her work she used world's famous programmes including "Themen neu" (Huber), "Stufen International" (Klett), "Moment Mal" (Langenscheidt), "EM" (Huber) etc. as well as various resource materials, teacher's guides and reference books available at the Linguist Centre.

Iryna's lessons are always interesting and varied with a range of activities, exercises, language games and competitions, guided conversations and discussions aimed at developing learners' vocabulary and structure as well as comprehension, oral communication and writing skills.

Iryna's professionalism in combination with our long experience as a language school enabled her to achieve good results in her work. Her students successfully participated in Au-pair programme, many of them were able to pass DSH, ZDaF and ZMP examinations.

In addition to her major qualification Iryna gained considerable experience of teaching Russian as foreign language. During the period from 2000 until 2005 she taught Russian at beginner-to-intermediate levels, which was a success, considering the lack of previous experience in this field. In my opinion, Iryna developed into an efficient Russian language teacher and can do this work for a school/company seeking teachers of Russian as foreign language.

As Russian-German interpreter/translator Iryna dealt with a variety of texts of commercial, juridical, technical and general character, her work always accurate and on time. She also interpreted business talks for different companies and tourist groups on request, customers were always satisfied with both her professional performance and personal characteristics.

On a personal level, Iryna is characterized as a responsible and well-organized individual, who takes her duties seriously. She is always punctual and respectful towards both authorities and co-workers.

I can thoroughly recommend Ms. Iryna Zaikina as being entirely suitable for work as foreign language teacher and/or Russian-German interpreter/translator. I believe that your organization will benefit from her professionalism as well as her outstanding personal characteristics.

Yours faithfully,
Tatiana Vasilieva (Director of Studies)



For further information please contact us by e-mail: linguist_c@mail.ru

