

BARBADOS COMMUNITY COLLEGE

(Established July 1968)

BARBADOS LANGUAGE CENTRE
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April 1, 2022

To Whom It May Concern

It is my distinct privilege to recommend **Mrs. Ingrid Morales** for a position in your organisation. Mrs. Morales worked as a Spanish tutor at the Barbados Language Centre, Barbados Community College (BCC) for 25 years until her recent retirement in December 2022. She taught the Associate Degree Programmes Spanish with Themes and Spanish for Business and Tourism as well as several Beginners' programmes. The Spanish courses which she taught ranged from Conversational Spanish, Oral/Situational Spanish Tourism, Business and Oral Communication to Written Communication and Literature.

Mrs. Morales is an extremely diligent worker, very disciplined and organised, with excellent record-keeping. She has a deep concern for her students' progress and is willing to implement new ideas. Recently, she embraced and trained in online teaching during the covid-19 pandemic and is entirely capable of delivering engaging courses not only face-to-face, but also online. She is also an experienced translator and has worked on documents, translating from English to Spanish and vice versa.

Mrs. Morales also is also committed to her own professional and personal development. During her time at BCC, she achieved two Masters degrees in the teaching of Spanish and English as a Foreign Language respectively, and completed several professional courses.

As a native Spanish speaker, fluent in English, Mrs. Morales naturally possesses an advantage in terms of the teaching of language. She has always been willing to share her culture with her students and colleagues and to learn from them and has devoted time and energy to co-curricular activities such as tours, parties and guest lectures. Personally my interactions with her as a colleague over the past 16 years have been of immense benefit, as they helped me as a non-native tutor to fine-tune my linguistic and pedagogical skills. She was also very supportive of me when I was promoted to a senior position.

I am confident that Mrs. Morales' linguistic skills, versatility and wealth of experience will make her an asset to any institution where she is employed. It is therefore my pleasure to act as a reference for her. I am also available for further communication regarding her application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Lana Evans". The signature is written in a cursive style with a large, stylized initial "L" and "E".

Lana Evans (Ms.)
Tutor 1 (Ag.)