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**Sample Learner Invitation Letter** used by the Portland Adult Education in Portland, Maine

**Learning Circle for ESOL 3**

Welcome!

You are participating in an online English course at Portland Adult Education supported by volunteers. You have been chosen for this class because you are on the waiting list.

This is a good way to begin your English studies directly. You will have lots of support for your group. We hope you like this experience.

We will contact you by phone and email the week of if there is room in a 2 day a week class. If not, we invite you to continue with this class in the lab.

You will choose one of the Learning Circle times for ESOL 3 below to come and study English. There will be up to students in your group.

The class will include:

* Group Conversation (15-30 minutes)
* Online work with USA Learns (1 hour)
* Question and Answer time (15 minutes)

You are also welcome to come to the lab for additional study any time that the lab is open. Please see the lab schedule below.

**If you complete the class and work regularly in the lab, you will be automatically registered for next semester. You will not be put on a waiting list again.**

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| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **8:30am-2pm** | **8:30am-2pm** | **8:30am-2pm** | **8:30am-2pm** | **8:30am-12pm** |
| **6pm-8pm** | **Learning Circle for ESOL 3****6pm-8pm** | **Learning Circle for ESOL 3****6pm-8pm** | **6pm-8pm** | **Closed** |