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**Sample Learner Recruitment Letter** used by

the Immigrant Learning Center in Malden, Massachusetts

**For those on a waiting list for an English class.**

You are on a waiting list for an English class. Before you start your English class, we invite you to participate in an online English course.

For this course, you and other students will meet at **The Immigrant Learning Center** once a week on Monday afternoons for 6 weeks. You will work together on the computer to learn and practice English.

We call this a **Learning Circle**. A Learning Circle is not a class. It is a small

group of students who learn English together on the computer. A teacher will be there to help you with conversation and computer English lessons. In addition to the Monday meeting, you can study the lessons by yourself on your smartphone or your home computer.

Meeting times:

November 7, 2016 3:00-5:00 p.m.

November 14, 2016 3:00-5:00 p.m.

November 21, 2016 3:00-5:00 p.m.

November 28, 2016 3:00-5:00 p.m.

December 5, 2016 3:00-5:00 p.m.

December 12, 2016 3:00-5:00 p.m.

If you would like to be in the Learning Circle, please come to the school office on

**Thursday, November 3rd at 1:00.**

You will meet the teacher, and she will explain more about the Learning Circle and answer your questions.