

I. Initial letter to a guest speaker or field trip contact

Dear _____,

The University City Adult Education and Literacy (AEL) Program offers an exciting addition to its schedule of classes, *English, The American Way: In and Out of the Classroom*. This is a Civics class for nonnative speakers of English who want to use and practice their English as they explore American history, government, customs and culture, and develop communication skills that they can use in the community. In addition to classroom instruction, we include guest speakers and field trips in the areas of government, health, business, education, and social organizations and agencies. This experience enables students to become informed, active members of the community and achieve success in and out of the classroom.

In (month) _____, our students will be learning about _____. As part of this unit, we are contacting you to ask if you might be willing to speak to our class for 30 to 45 minutes. Our class meets (days and times) _____ at (location) _____, and we try to plan guest speakers /field trips during those same hours. We would greatly appreciate any time you might be able to afford during this important unit.

Thank you for considering our request.

With our appreciation,