

II. Confirmation letter and guidelines for guest speaker or field trip contact

Dear _____,

In preparation for our trip/your visit, as part of our unit on _____, I wanted to share some information about the class. *[Include previous knowledge students have of subject, a class description stating the class ability level, languages spoken, gender, ages, any special needs, etc.]* I have also attached questions elicited from the students, which may give you insight into their understanding and concerns in relation to the topic.

While this is an intermediate to advanced level group, listening to a native speaker can be challenging. I encourage you to speak slowly, to use simple sentences with few idioms, slang or idiomatic expressions, to stop often for questions or clarifications, and to avoid culturally sensitive material. If possible, a week before the presentation, please send or e-mail a brief outline of what you will discuss and your time frame. If you can provide any written material such as brochures or handouts, either before your presentation or after your visit, that would be helpful.

Thank you so much for offering to take time out of your busy schedule to speak to us. Our field trips and guest speakers are such a valuable addition to the class and we appreciate your support.

We look forward to seeing you on (date) _____ at (time) _____
at (location) _____.

If you have any questions, don't hesitate to contact me.

Sincerely,