



The International School  
School of English for Overseas Students  
1 Mount Radford Crescent, Exeter, Devon EX2 4EW, England  
Telephone: (0392)54102/50096,  
Telex:42931 Intex G, Fax:(0392)434432

Exeter

**TO WHOM IT MAY CONCERN**

**FRANK OLIVER SCHMIDT**

This is to certify that the above named person has attended a Business English Course. The Course involved 10 hours of tuition and included an introduction to the following areas:

The language and form of business letters.

Types of business organisations.

The language of:  
Telephone conversations  
Business meetings  
Office work  
Banking  
Company reports

John Davis  
COURSE TUTOR

