



The International School  
School of English for Overseas Students

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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

