

青岛酒店管理职业技术学院

任职证明信

兹证明格伦·克利福德先生自2015年2月至2015年7月在青岛酒店管理职业技术学院任兼职英语教师，任职期间每周共教授四个班级课程（共8节课）。其所教授专业班级和课程方向分别为：商务英语班（酒店商务管理方向），酒店管理班（礼仪方向），西餐烹饪班（西餐方向）和中餐烹饪班。

克利福德先生完成的工作完全符合青岛酒店管理职业技术学院外国教师合同的所有条款和要求。在工作中，他除了认真完成每周既定的教学任务以外。从课堂反馈情况来看，每周他都精心准备额外的讲义和教学工作文档，目的是为了更好地丰富教学活动。在教学上，他治学严谨，恪尽职守。给学习能力较弱的学生匹配相对学习能力强的学生作为其搭档，以营造平等和互帮互助的课堂学习氛围。

克利福德先生是位具有相当丰富教学经验和相关专业资质的教师，他和蔼友善，谦恭有礼，值得信赖且具有高效工作能力。在英语影视配音比赛中，他的评判有着非常高的专业水准。就参赛学生的作品，他给学生提出了非常完整和专业的评分标准和提高学生口语作品表现力的建议。他也曾在就职于其他教育机构期间在其教学实践中别有洞见。

在继续聘用克利福德先生作为我院全职外国教师这个问题上，我们会毫不犹豫。可是，我们也深知他本人更希望在上海或北京进行继续深造。因此，我们衷心祝愿克利福德先生在他未来的事业中取得更大的成功。



周莉

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中国酒店业职业化人才的摇篮

青岛酒店管理职业技术学院

国际交流与合作处

2015年7月10日

青岛酒店管理职业技术学院

Employment Certification Letter

This letter is to confirm that Mr. Glen Clifford has been an employee of the Qingdao Vocational and Technical College of Hotel Management (QCHM), as a teacher/instructor from February 2015 to July 2015. This employment was on a part-time basis, teaching four classes (eight periods) each week. Classes taught were: Business English (Hotel Business focus), Hospitality Programme (Etiquette focus), Cuisine Programme (Western food focus), and Culinary Arts Programme.

Mr. Clifford's work has met all terms of the QCHM Foreign Teachers' Contract, and he has also carefully followed the weekly schedule for subject content. Reports from class auditors indicate that each week, he has carefully prepared additional handouts and worksheets to supplement textbook activities. He is also a very conscientious trainer, matching and pairing slow learners with visiting advanced students, in an attempt to create a class atmosphere of equality and mutual support.

Mr Clifford is a friendly, courteous, reliable and efficient person, who came to QCHM with considerable teaching experience and other professional qualifications. His judging of a film/video dubbing competition was of a very high standard, providing full information to students about judging criteria and how to improve spoken performance, in terms of media production. He has also offered much insight into the teaching practices of other institutions where he has worked.

We would have no hesitation employing Mr. Clifford as a full-time foreign teacher, however we are aware that he wishes to pursue education in either Shanghai or Beijing. Therefore, we wish Mr. Clifford much success in his future endeavours.

International Office
Qingdao Vocational and Technical College of Hotel Management

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Lily Zhou

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