



Hi Yoshiaki,

It was great to talk with you, and you did very well on the test. I'm looking forward to helping you reach your goals.

***Before we start, let me tell you about our lessons:***

- 1: We will use original materials and textbooks for your lessons. Every student is different, and all of these materials will be adapted for you.
- 2: If you have questions about the lessons or homework, please ask. I always try to give you an answer within twenty-four hours.
- 3: It's important to set goals. On the first day, we will talk about your reasons to learn and improve English. To start, please take a look at this worksheet.

***And here is some information about scheduling and cancelling a lesson:***

- 4: When we schedule lessons, its best to schedule one month or more on the same days and at the same times. Consistency is important. Of course, the schedule can always be changed, if needed.
- 5: Please be on time to our lesson. If you will be late, please let me know as far in advance as possible by email.
- 6: If you must cancel a lesson, please let me know one day in advance. If you miss a lesson or tell me too late, I will need to charge you for the missed lesson.

***In order to pay for the lesson:***

- 7: Please pay for your lessons in advance. For example, you would pay for all of September's lessons at the beginning of September. An invoice will be sent to you after you have decided your schedule.

***And lastly, let's look at recommendations:***

- 8: When you recommend a friend and he/she schedules four lessons, you and your friend will each receive a free one-hour lesson.

Have fun! And don't worry about mistakes!

*Chris Cotter*