

**From:** Mesa, Ivon  
**Sent:** Tuesday, September 04, 2001 1:19 PM  
**To:** Herriott, Anne  
**Subject:** Spanish classes for Zita

Hello Anne. I hope you are doing great ! As may know, I have an employee under my supervision, Yanelis Alegre, the person who answers the hotline, that is pregnant too. The two of us will be out on Maternity Leave during more or less the same time. I am already working in preparing for that shortage which is going to be detrimental to our operations. During Yanelis' pregnancy, Zita will become indispensable since she will do a lot of what Yanelis does now. In preparation for this change, I met with Zita and we discussed her necessity to speak a little Spanish to handle the window and some of the phone calls, so I offered to teach her Spanish during lunch. We have been working on that, she has improved immensely because she practices every day, but today I received a flyer from the Personnel Department of the county where they are advertising Conversational Spanish classes twice a week for four months in the 111 Building for only \$ 70.00 the course. I know that if she would be able to take that course, she will be prepared by February when Yanelis leaves. Please let me know if I should go ahead and send a formal request/memo with the flyer. The course starts on September 10th or if you think that would be out of the question. Thank you for your usual support.

**Tracking**

Recipient

Herriott, Anne

Delivery

Delivered: 9/4/2001 1:00 PM