

Instructions for an assignment

Listen to a university teacher giving instructions for an assignment to practise and improve your listening skills.

Before listening

Do the preparation task first. Then listen to the audio and do the exercises.

Preparation task

Match the definitions (a–h) with vocabulary (1–8).

Vocabulary

1. a deadline
2. a quote
3. to hand in
4. an essay
5. a subheading
6. an assignment
7. to reference
8. alphabetical order

Definition

- a. a piece of writing
- b. the date you have to finish something
- c. a piece of work for school or university
- d. to give to a teacher
- e. the exact words another person has said
- f. the order A, B, C, D ...
- g. to show who an idea belongs to
- h. the title for a section of a piece of writing

Tasks

Task 1

Circle the best answer.

1. What day should you hand in your essay?
 - a. 18 October
 - b. 19 October
 - c. 28 October

2. It's OK to ...
 - a. give it to the teacher two days late.
 - b. give it to the teacher a week late.
 - c. give it to the teacher early.

3. How do you write the teacher's email address?
 - a. j.hartsorn@lmu.ac.uk
 - b. j.hartshorn@nmu.ac.uk
 - c. j.hartshorn@lmu.ac.uk

4. What goes on the last page of the essay?
 - a. The alphabet
 - b. The books you used
 - c. Quotes and ideas

5. Which font should you write the essay with?
 - a. Arial
 - b. Comic Sans
 - c. Calibri

6. What size font should you use for the essay?
 - a. 12
 - b. 14
 - c. Any size is OK.

Task 2

Match the two parts of the sentences.

First part

1. If your essay is late,
2. If your computer breaks,
3. If the teacher doesn't write back to you,
4. If you want to be kind to trees,
5. If you use other people's ideas,
6. If you want to make your essay easy to read,

Second part

- a. you still have to hand the essay in on time.
- b. don't print your assignment.
- c. you won't pass the assignment.
- d. use font size 12, subheadings and page numbers.
- e. you can email him to check he got your essay.
- f. you have to say where you get them from.

Discussion

What do you find difficult about writing essays?

Transcript

I want to explain a few things about your essay.

First of all, the deadline. The deadline for this essay is October the 18th. Not the 19th, not the 28th, not two days later because your dog was ill or your computer broke – the 18th. If it's late, I won't mark it. I won't even read it – you'll fail the assignment! So, please hand it in on time. You can even hand it in early, if you like!

You can email me the essays at j.hartshorn@lmu.ac.uk. That's H-A-R-T-S-H-O-R-N. I'll reply to say I've got it. If I don't reply within a day, it might mean I didn't get it, so please email me again to make sure. You can also bring a paper copy of the essay to my office, but let's be kind to the trees, OK? Email is better for the trees and for me.

Don't forget that you must reference every idea or quote you use that isn't your own idea. And the last page of your essay should be a list of all the books you used, in alphabetical order, not in the order you used them!

And lastly, make it easy for me to read! That means use a clear font. Arial is best, but Times New Roman is fine too. Not Comic Sans please! Size 12 font for the essay, and size 14 for the titles and subheadings. And use page numbers. Any questions?

Answers

Preparation task

1. b
2. e
3. d
4. a
5. h
6. c
7. g
8. f

Task 1

1. a
2. c
3. c
4. b
5. a
6. a

Task 2

1. c
2. a
3. e
4. b
5. f
6. d