

### Task A and B Issues Follow these guidelines:

1. Upload the file as an attachment (上交作业附件) – do not upload to the 'content' (上交作业内容) section
2. The file should have a file extension – otherwise the system corrupts the download (.mp4, .avi, .mov, etc)
3. Check the whole file before (and after) submission – sometimes the audio may cut out half way through or the file may be corrupt. Sometimes you may find that the file has actually not been uploaded successfully.
4. Follow the instructions – for example: to read the highlighted blue sections only. Also read in the correct order
5. **R.I.P. Headphone Users**

Check the audio level of the recording



6. File size – can use a free program such as Handbrake (Windows, Mac OS, Linux) to reduce the file size easily. File size  $\leq$  50mb
7. No zip/rar file
8. The deadline for Task A is on Thursday at 11:59pm (same week). For Task B, the deadline the following Monday at 11:59pm.

**Speak to me in the following class if you miss the deadline.**