

- Your written outline, together with your audio-recording (and any sketches of overhead transparencies and/or slides that might accompany those first opening minutes) should be sent to your tutor along with the rest of this assignment.
- A transcript of what you actually did say on the audio-recording should also be included. The tutor will read this script, and award to the script the marks for the audiotape exercise, only if the audio cassette is unplayable, inaudible or unintelligible. Please ensure that the tape is carefully wrapped inside the assignment, or in a padded envelope. Your tape will be returned to you along with your PT3.
- If you are unable to supply an audio-recording, either because you do not have access to an audio cassette recorder with a microphone, or because you have a physical impediment, then the script of what you *would* have recorded will be marked instead.
- If, for any reason, the script is marked rather than an audio-recording, this will be done using a slightly modified marking scheme. This scheme gives credit for a script that would sound well were it part of a talk, rather than part of a printed article.

Do enjoy this assignment!

You should now listen to audio band 4.

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