

When you email me **Homework** please do the following:

Step 1

1. Email to: seanankmu@gmail.com
2. Include your Name
3. Include your Student ID number
4. Include your Class Name: F1 F2 P1 P2 C1 C2 ?

Step 2

1. File type: **ms.word** (make sure you **attach** the file before you email me!)
2. Font: **Times New Roman Size 12**
3. Spacing: **Double Spaced**

Step 3

Please ensure your Homework is sent to me **on or before** your **Deadline**.

Note: If I do not email you your corrections **on or before** my **Deadline**, you must contact me immediately to tell me.

IMPORTANT: If you do not follow **all** the rules above, I will not correct your Homework.

Thank you
Prof Clifford