

### Submission guidelines

Please follow these guidelines when you submit your myClass writing for feedback. *Submissions that do not follow these guidelines will not be accepted.*

1. Type your work using **Microsoft Word**.
2. Use **Arial font size 12**. Save your work using the following format as the file name: *Your name\_level\_lesson name*  
For example, *choi jihyun\_int\_problems and solutions*

### Levels

pre = pre-intermediate  
int = intermediate  
upper = upper intermediate

3. Send us your work as an email attachment to [myteacher.korea@britishcouncil.org](mailto:myteacher.korea@britishcouncil.org)
4. Put your level and the lesson name of the myClass writing lesson you took in the subject box.  
For example: *int\_problems and solutions*.
5. Write the following in the body of the email and remember to include your student number.

Dear Teacher,

Please find attached my homework from the (*Intermediate*) lesson (*Problems and solutions*).

All the best,

(*Your name*)

(*Your student number*)

### Marking

A teacher will mark your writing and return it to you within 3 working days.

Please note that there is a maximum word limit of 350 words. Submissions over the word limit will not be marked.

Should you have any enquiries, please contact the customer service team at your centre.