

Universidad de Los Andes
Facultad de Humanidades y Educación
Escuela de Idiomas Modernos
Departamento de Inglés

Instructions for Making the Audio Recordings

1. You can record your assignments in two different ways: on a **cassette** tape or in **mp3 format**, using a computer.
2. If you decide to record on a tape, before you put the cassette in the tape recorder, roll the transparent tape forward until you see the brown tape.
3. Rehearse (i.e., repeat for practice) the material you have to record until you feel you can say it well enough before you start to record it. **Remember:** if you don't know how to pronounce a word, look it up in a pronouncing dictionary or ask another person who knows more English than you do.
4. Turn on the cassette recorder and adjust its volume.
5. **RECORD YOUR NAME AND THE DATE OF THE RECORDING.**
6. **Listen to your name and the date** in order to make sure that your cassette and the recorder are working well. **DO NOT ERASE YOUR NAME AND THE DATE** after you listen to them.
7. Begin recording the assignment. **Please speak normally and loudly enough** so that I can hear your voice clearly.
8. If you make a mistake while you are recording, you can stop the tape and make the necessary corrections.
9. When you finish recording, **REWIND THE TAPE TO THE BEGINNING OF THE RECORDING. IF YOU FAIL TO DO SO, I WILL NOT CORRECT YOUR RECORDING.**
10. If you record in the Language Lab, turn off the cassette recorder and hook up the headset properly.
11. **WRITE YOUR NAME ON THE CASSETTE LABEL AND ON THE PRACTICE SHEET(S).**
12. **TURN IN YOUR CASSETTE TOGETHER WITH THE PRACTICE SHEET(S)** to your teacher **ON THE DUE DATE.** Note: I WILL NOT CORRECT YOUR TAPE WITHOUT THE PRACTICE SHEET(S).
13. After I return the tape to you, **DO NOT ERASE THE CORRECTED RECORDING.** Leave it in the cassette so that you can compare it with previous recordings and notice your progress.
14. **If you record your assignment in mp3**, please **send it to me by e-mail** or turn it on a **CD**. Don't forget to give me a copy of the practice sheet.

Thank you!