

### Instructions for Submitting Correspondence Lessons:

1. Only **submit completed lessons**. All 'Key' questions in a lesson must be submitted together.
2. You do not have to submit the Support Questions. However, you should look at the Support Questions and check the answers in the back of the book to make sure you understand the lesson before attempting key questions.
3. If you do not understand the lesson, please give us a call and we will put you in touch with a teacher that can help you.
4. **Make sure your name, the Lesson # and the Key question number are clearly marked on your papers.**
5. Lessons can be submitted by email, but each lesson should be attached as a single document. Save the file with your name, course code and lesson number. Please ask your CEL location for the email address to submit lessons.
6. You can submit lessons to the Centre during normal business hours. Please use lined paper or type your lessons. Do not put them in duo tangs or spiral bound books. Make sure your name is on your paper and all lessons are clearly labelled.
7. You are always welcome to print your lessons at The Centre if you do not have a printer at home.