

Audio Index: 20:06  
[A knock on the door.]

Jeff: **Come in.**

Julie: Hi, Dr. McQuillan, I'm Julie Taylor. I'm in your **2 o'clock class** on Thursdays.

Jeff: Hi, Julie. **Have a seat.** What can I do for you?

Julie: I wanted to come see you during your **office hours** because I **missed** class last week. I had a **family emergency** .

Jeff: I'm sorry to hear that. We **went over** a lot of **material** so make sure you get the **notes** from another student in class.

Julie: Thanks, I will. Did you give any **assignments** ?

Jeff: Yes, I assigned an **essay** on the topics in chapter 3 of your **textbook**.

Julie: Oh, I see. Are there **guidelines** for the essay?

Jeff: Yes, it should be 8-10 pages and it's **due** in two weeks. Take a look at your **syllabus**. It has more details.

Julie: I will. Thanks a lot. I've also **been meaning to** talk to you about the trouble I'm having **keeping up** in class. I'm having trouble understanding the **lectures**. Is there anything you would suggest?

Jeff: Some students tape record the lectures and listen to them **afterwards**. That seems to help.

Julie: That's a great idea. I'll definitely try that. I'm wondering if you give **extra credit** in your class?

Jeff: No, I don't give extra credit assignments. But if you're worried about **passing**, there are still two more tests **to pull up your grade**.

Julie: Yes, I'll study hard for those. Thanks a lot for your time.

Jeff: No problem. See you in class.

Julie: Okay, **Professor** McQuillan, see you Thursday.