

GARY ROSTOCK - All Courses:

How to format your work and communicate with me.

Email – in the subject line should be your name, course, monthly date and general subject:

Subject: Novak\_Prak?\_Dec2023 Essay1/2/3/Sickness/Question/Etc.

If you are attaching a document save it using the same format in Word or Libre, not PDF.

Uložit jako - Novak\_Prak?\_Dec2023

If the document is an Essay, in the top left corner put the same info, e.g. Novak\_Prak?\_Dec2023  
underneath this put your work's title, e.g. My Life at University

The email should be sent from your university email address to me at [rostock\\_su@yahoo.co.uk](mailto:rostock_su@yahoo.co.uk)

You must begin your email...

Dear Mr Rostock,

Write a short message with your reason for writing.

Regards,

Jan Novak

This message will also be uploaded as a document on [is.slu.cz](http://is.slu.cz) so you can refer to it