

Based on Lina and Marco's conversation, and fill in the blanks with the missing words from the box.

**before / clarify / confirms / details / information / instructions /  
procedure / process / request / requirements / steps**

1. Lina needs more \_\_\_\_\_ about the \_\_\_\_\_.
2. Lina has to follow some \_\_\_\_\_.
3. The first thing to do is open the platform and check the \_\_\_\_\_.
4. In order to upload the file she has to follow a \_\_\_\_\_.
5. Lina asks Marco to \_\_\_\_\_ something for her.
6. In the platform there are the \_\_\_\_\_ to upload the PDF.
7. The assignment must be submitted \_\_\_\_\_ Friday at midnight.
8. If there are problems with the system, she can \_\_\_\_\_ help from a teacher.
9. Lina \_\_\_\_\_ the procedure to Marco.
10. Check the \_\_\_\_\_ before submitting the assignment.