

The 'QC' has landed

THE TMC GAZETTE

We are pleased to report that the 1st edition of the new student magazine, 'The Quarterly Crunch' is now out.

We would like to congratulate Mazuin Khamis, Adelene Ang and all the rest of the editorial team, writers, designers, and everyone else for making it such a success, and we look forward to many more editions.

Looking ahead, and actually not all that far ahead as we are already nearly half way through this semester, in July we will be starting the new Diploma in Animation and Gaming and Higher Diplomas in Interactive Games Design and Multimedia and Animation.

We will be holding a briefing session on these programmes, so keep an eye on the notice board.

Remember that you can gain reward through TMC's

'Recommend a Friend' scheme, if you bring in other friends to register for any TMC programme.

We would also like to take this opportunity to wish our University of London, LLB students all the best in the up coming examinations. Make the most of the time left before the exams, and don't be shy in asking for advice, and make sure you are aware of what UOL are looking for.

Finally, as we are nearly half-way through the semester, this is a good point to remind Diploma and Higher Diploma students that they should take stock of how they are progressing with their coursework and address any issues they have.

Michael Cope
Academic Director

Special points of interest:

- Message from the Academic Director
- Street-Soccer Results
- IELTS
- Recommend a Friend
- Deakin Awards
- Email Etiquette

STUDENT CLUB ACTIVITIES

Street Soccer Results

A total of 8 teams took part in TMC's Street Soccer Tournament.

After a hard fought, and competitive final match, Inmo Lerpe won 3:2. Congratulations to everyone who took part.



IELTS CLASSES

Hawthorn English is pleased to offer a full-time, 125-hour IELTS class, starting 7 July 2008.

- The course is for students who already have an equivalent of 5.0 or 5.5 on the IELTS—having completed a Diploma or Higher Diploma course from TMC is a viable prerequisite. All students will be given a mock IELTS test the first day of the course.
- The course is taught by Hawthorn IELTS-trained teachers
- The course will be 5 hours a day, 5 days a week, following the Hawthorn English timetable (9:00 – 3:30, with breaks and lunch)
- As with all the Hawthorn General English classes, we do not only stick to one textbook. We will offer you many other avenues: listening, extensive outside reading, and computer activities.
- The course will be available every 5 weeks.

Contact Amy Rashap, Director of Studies, Hawthorn Singapore, at amy.rashap@tmc.edu.sg for more information.



RECOMMEND A FRIEND

Do you know that you can be rewarded for recommending friends to study with TMC? Interested? Then contact marketing for more details.

DEAKIN UNIVERSITY AWARDS

Congratulations to Twang Zhi Kai who was recognised as one of the top international students, and Deakin University has awarded him a certificate and a cheque for \$1500.

And also congratulations to Lee Poh Chern who was awarded the LexisNexis Prize for her outstanding performance in International Financial Reporting (highest marks any Deakin students).



Email Etiquette

Email has almost replaced snail mail in the current world. It has also become one of the main methods of communication in businesses, within the organization as well as externally. Used properly, email can improve productivity. Used inappropriately, time can be wasted and it can also cause inconveniences to others. There are some etiquettes that you may want to consider before you send out the next email.

1. **DO NOT** send large email attachments unnecessary, and **NEVER** send such email to a big group of people or an email distribution group. It takes a long time to download huge files and there is also limitation in the email server capacity.
2. **DO** include a subject that reflects the content of the email. **DO NOT** leave the subject blank or use words like “Hi” etc. Like it or not, some people are selective in reading emails, especially when they have hundreds of emails to clear every day. Leaving it blank or using words like “Hi” may result in not getting it read by some intended recipients.
3. **DO NOT** use “REPLY TO ALL” **unnecessarily**. Say, an email was sent to a group of people requiring actions. If the action to be done doesn’t concern the other recipients of the email and only **concerns the sender**, please kindly use “REPLY” instead of “REPLY TO ALL”. The other recipients will not be interested in your action and have to take the time to read the unnecessary email before sending it to the **trash**.
4. **DO NOT** use the email distribution group **unnecessarily**. Say, if you need to reach a few people in a **certain department**, please kindly look through the address book and search for their email addresses instead of sending to the email distribution group for the departments which will be sent to all the 30 over colleagues in the 2 departments. Imagine the amount of traffic you will create when you do this. Please be considerate.
5. **DO** use the BCC field when you need to send mass email to a group of external contacts, say, you need to send an invitation to an event to **colleagues**, business partners, etc. **They** will not want their email addresses to be disclosed to other strangers.
6. **DO NOT** use CAPITAL LETTERS for everything. It looks like you are shouting at the recipient.
7. **DO NOT** use colourful and cutesy stationery (background colour and images) for your office email. You can use this for your personal email. Official email should look professional and not colourful.
8. **DO NOT** request a Read Notification Receipt **unnecessarily**. It may irritate some recipients. And it may create the impression that you are too free and want to track when is someone reading your **emails**.

Please be considerate and use the email system effectively.