

# DragonNews

Winter 2021/Spring 2022



- Celebrations at HIS
- Jr. West Lake MUN 2021
- Performing Arts Events
- Congratulations to the HIS Champions!
- Chinese Language Activities
- PAFA News

Hangzhou International School | An Inclusive IB World School



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“A Journey of community, opportunity, and excellence”





## FROM THE DIRECTOR

Dear HIS Community and Friends,

We welcome you all back in this edition of the HIS DragonNews, a quarterly communication that focuses on initiatives, celebrations and the joys of teaching and learning at HIS. In the first edition of DragonNews, we introduced our faculty and other 'Essentials' for the 2021-22 school year; our twentieth year as the international school of choice in the wonderful city of Hangzhou. Happy 20th anniversary HIS!

With now over 760 students from over 50 nationalities enrolled at HIS, there is an increasingly wonderful diversity of language, culture, host-country heritage and international experience. This diversity is celebrated as we nurture a multicultural learning environment where students and teachers value the contributions of our different identities and backgrounds. In order for students to feel free to express themselves, develop their potential and engage in rigorous learning, a school must have a strong transition program that ultimately establishes a safe and supportive learning environment for all students. The HIS Transition Committee makes this a top priority given the diversity and transitory circumstances of many of our families. Even with all this diversity, HIS really feels like home for its teachers, parents, and students. At HIS, we celebrate what makes us unique as much as we value what brings us together. We work hard to appreciate both what makes us different and what makes us one. The result of these efforts is evident as soon as one enters our school. It is truly an exceptional experience to be a part of such a diverse center for community activity and involvement, and much of this should be credited to our PAFA volunteers, country ambassadors, and event coordinators.

Our focus in maintaining a strong caring community throughout our growth has also enabled HIS to continue expanding educational choices to its students. Our robust academic and extracurricular programs allow students of varying backgrounds and talents to further explore and develop their strengths as unique learners. In addition to a strong core academic program, we also expect our students to be musical and explore other visual and performing arts, to widen awareness and appreciation for the host country, and to develop an appreciation for fitness and health. We also believe that students need opportunities to give back and apply themselves to the wider community through service learning. While the unique and diverse learning environment within the safety of the school walls allows for students to develop their skills, take risks, and explore new concepts, it is important that they learn to apply these skills to the world outside those walls so they may become the problem solvers and leaders, not the contributors, to the global issues and concerns of our future. It is really a wonderful time to be at HIS, and a wonderful place to learn.

Enjoy the HIS DragonNews Winter/Spring edition, and GoooOOO Gold Dragons!



## HIS Halloween Festival





Spooktacular Weekend for the HIS community!





## HIS Halloween Festival





Spooktacular Weekend for the HIS community!





## HIS Halloween Festival





Terrific Weekend for the HIS community!





## HIS Halloween Festival





Spooktacular Weekend for the HIS community!





## West Lake MUN (Junior) 2021

Founded in 2006, West Lake Model United Nations is a Middle and High School conference organized and hosted by Hangzhou International School MUN club. This conference is designed to provide all delegates and chairs with an unparalleled experience of modelling the United Nations.

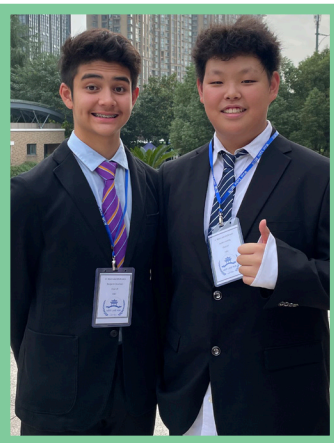
At Westlake MUN, HIS organizers strive to create an atmosphere where all delegates have the opportunities to express their thoughts and possible resolutions on various issues in the world.

This year's West Lake MUN (Junior) was a great learning experience for our Middle School delegates, who, due to Covid restrictions, hosted a smaller conference than in years past. The event, themed 'Grow the World', provided great growth and development for students, who were inspired and encouraged to take responsibility for their own actions in protecting and nurturing their environment.





Grow the World





## Grade 3 Project-Based Learning

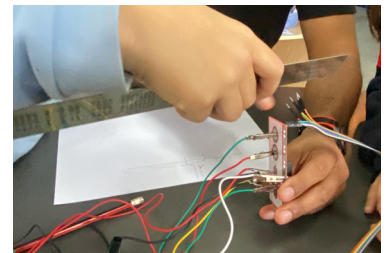


*Emlyn Majoos*  
*Lower School*  
*Design Technology*  
*Teacher*

Over the winter months our Grade 3 students took part in a project-based learning activity which saw them utilizing their knowledge of electronics and the engineering design process to create a fun and engaging musical instrument.

Project-Based Learning (PBL) is a teaching method in which students learn by actively engaging in real-world and personally meaningful projects. In this case the Grade 3 students sought to engage with our local community, more specifically the learners in our Early Years Department. Our Rhythm and Movement teacher Ms. Anita Molina was teaching a unit on interval recognition on the musical scale (i.e. Do Re Mi Fa Sol La Ti Do). Her students were coming along well but she wanted to incorporate a movement element into the lesson, that would involve her students standing on a particular note and the sound of that note being played for the student. The Grade 3s had just finished an electronics unit in our Design and Technology class and were ready to take on this task.

The students conducted interviews with Ms. Anita and visited her classroom space. This helped our engineers know the user a little better. Once a plan was put in place each of the Grade 3 classes set out to produce a prototype of their “foot piano”. Students brainstormed the best materials to be used in the prototype as well as using 3D modeling software and our 3D printer to come up with a housing for all the electronics. We invited a few students and Ms. Anita to test the prototypes, and once a lot of the issues had been addressed it was ready to present to our Early Years learners. It was a truly rewarding experience for our Grade 3 students because they got to see their hard work being appreciated by our younger learners. Once the project was complete the third graders were just itching for the next project.





## Exploring Organization in Grade 1

Grade 1 students delved deep into the concept of organization as part of their unit of inquiry, 'How We Organize Ourselves'. As the first unit of the school year, they explored what organization meant within the context of their own class. How could it be used to create order? What would they need to organize and how would they do it? What is the purpose of organization and who does it help? These were all questions they sought to find answers to, whilst setting up and taking ownership of their classroom environment.

Students demonstrated responsibility when they collaborated on a schedule to help them organize their time, and a classroom job roster to divide responsibilities equally. They explored the importance of organizing their personal space to help them concentrate on their learning, exemplifying the Caring Learner Profile, and took action when designing a calm space where students could take a break if they needed to.

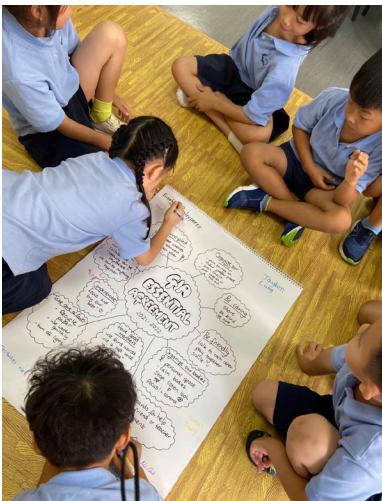
Throughout the unit, the students researched organization around the school community and then created many different systems of organization within our classroom, such as organizing supplies by color or function, or reorganizing furniture to better support their learning. They also had fun experiencing a lack of organization through the 'day of chaos' provocation, where the classroom was mixed up and messy which helped them come to a greater understanding of the purpose of organization and how it affected them personally.



**Cat Wells**  
Lower School  
Grade 1  
Teacher



Finally, the class reflected on their learning and used it to create their essential agreement for the school year. Throughout their inquiry journeys, ideas and understanding were added to our collaborative inquiry wall where students could reflect on their learning, share their ideas with others and build on prior knowledge.



It was wonderful to see their understandings not only within our classroom, but also at home with pictures shared by parents of students taking action and organizing their home environments, too. As the school year progresses, I am sure the students will continue to refine their organizational skills in response to new ideas and concepts.



## Hangzhou Ramunion Conference



*Tina Yu*  
*Grade 9*  
*MYP Student*

Our Nursing House team successfully completed the service experience and project sharing conference with Hangzhou Ramunion. Our team, Roxanna, Irene, Helen, Amy, and I, all of us current Grade 9 students, presented the HIS Nursing House Project to the Ramunion directors, not only from Hangzhou but from the different areas of Zhejiang Province, and to our surprise we received compliments and encouragement from them and other members, and volunteers.

Since we started our project last year, Ramunion, HIS and HIS GIN Club have supported our community activities and we are very grateful for it. We feel proud to attend a school that truly “provides international learners with opportunities to pursue academic and personal excellence within a caring community”, because it really nurtures our passions, and develops our skills while encouraging us to care for others.

The director of Zhejiang Ramunion stated: “We are pleased and gratified by the actions that have been carried out by the HIS Nursing House team.

They are teenagers who will become the future of the world, and even at this age, they are able to recognize the importance of devoting themselves in society...The Ramunion will give the greatest support mentally and materially possible to the HIS NHT, and assist you to perspectives that help you to improve...”. The director of Hangzhou Ramunion told us: “You are doing an excellent job on transferring teenager forces into communities...Your top priority should be ensuring well academic performances, and on the base of that, you could consider to help the others (community and society). Also, we believe that through your own time and experience offered to the communities to help the others, you will develop your own person substantially...”

After sharing and listening to other teams' experiences, we feel more confident to continue with our projects and hopefully inspiring more students to join us, or even start their own project to benefit the wider community.

Thank you to Ms. Andrea Stubbs for her constant support in sharing with the community our activities, to Ms. Lily Lin and Ms. Justine Kushner for supporting through HIS GIN club and to Ms. Jenny Wang who joined the meeting along with us, as the supervisor of Longyin Club. We are looking forward to sharing more about the activities that we hope will bring happiness to our elderly friends!





## “Go” Accompanies Me Growing Up



I began studying Go when I was five years old, and I can't believe that since then, it has already been seven years. I started to study Go after being inspired by a cartoon called 'Go Boy'. The emergence of a Go Master in 'Go Boy' made me realize that playing Go is a pleasurable and self-expanding activity. Through a series of stories about the history and culture of Go, I also obtained a fundamental knowledge of learning the language. This provided me with a rudimentary comprehension of Go as well as a drive to continue learning and improving my skills.

Through the years, I devised a daily strategy to fulfill my work successfully to balance my time between my schoolwork, other activities and Go. I finish my schoolwork first, in the order of preference, and then focus on Go practice problems. This allows me to spend the rest of my time doing other things I want to do.



Allen Wang  
Grade 7  
MYP Student

My family's support and encouragement have kept me going for the past seven years. I'm lucky to have them always on my side cheering, and that on top of that giving me, as an unexpected reward when I perform well in a Go practice and got a very much desired award, a trip to a chosen location outside Hangzhou.

When I make a lot of mistakes during my practices, I consciously decrease my recreational time to figure out why, instead of giving up or getting frustrated. I believe in the basic concept that the reward of succeeding is powerful and helps me to feel ready and work spontaneously to attain my goals.

Learning Go has taught me about life; for example, it taught me that there is a pattern and a rationale in many things we do, that learning and achieving knowledge needs a certain level of perseverance and effort... it just doesn't come to you for free... and that a problem provides a sense of accomplishment and joy after you are able to solve it. I feel that Go helps me to overcome difficulties in daily life when I think there is not a solution at all.





## How We Express Ourselves ~ Who We Are



*Abbey Ehling  
Lower School  
Performing Arts  
Teacher*



In Performing Arts this term, students learned about how we can use our imaginations to “Express Ourselves”, is the title of our unit. Students explored using their bodies to represent different characters and objects. They worked with partners to create pictures with their bodies of different things such as a hot air balloon or school bus. We created movements and mime sequences to tell different stories and represent different animals or scenes. Students imagined how they could use their bodies and sound effects to create different settings such as a beach, haunted house, or rainforest. Students choreographed a three-part dance sequence to go along with the aboriginal song, Inanay in which they represented different animals. It was wonderful to see their creativity and imagination engaged in this expressive unit.



**Movement and dance can be used as a tool to better understand ourselves and help us self-regulate and express ourselves in healthy ways.**

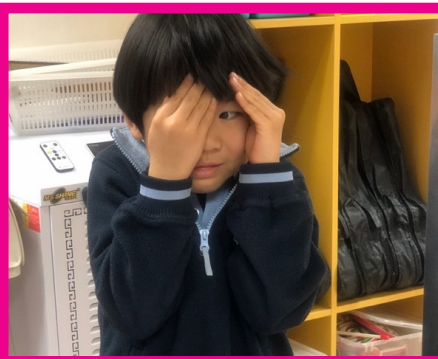
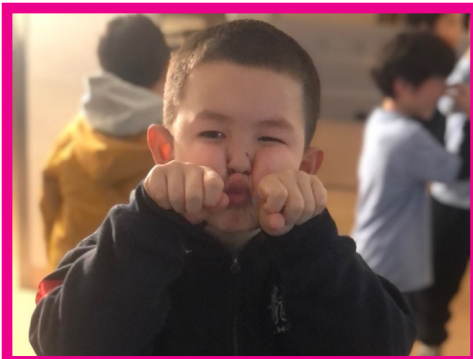






When exploring “Who We Are”, students reflected on the many emotions we have throughout our lives. We discussed the importance of learning to regulate or control our emotions. We used elements of drama to talk about and work through ways to express our emotions in healthy and safe ways. We know that to learn best we need to feel good, focused and calm. Feeling this way is called being in the ‘green zone’, which means they are good to go and ready for learning. We shared strategies to help us be in the green zone, one being the practice of Yoga. Going further, we explored how we can use movement and dance to show different emotions. We focused on using the face and the body to show different emotions.

During this unit students described and demonstrated facial expressions and body language. They learned to improvise dance movements with a range of emotions. We created self-portraits focusing on showing different emotions and shared them with each other.





## SCAPINO! By Frank Dunlop and Jim Dale



*Fursey Gotuaco  
Upper School Co-Principal  
IBDP Coordinator  
Performing Arts Teacher  
College Counselor*

The hands! The face! The body! The timing! Yes, of course, the timing! Comedy is all about timing! And in the fall of 2021 the Upper School students found their timing in their production of Scapino!

Based on a French farce, this Italian Commedia D'ell Arte piece challenged a group of 20 high school and middle school students to stretch their comfort zones to the max as they stretched facial expressions, wound up gestures, and perfected the art of farcical humor.

Students in Grades 6-12 were invited to open auditions where they improvised scenarios to earn a part in this one-of-a-kind production. They won parts based on their individual ability to express a wide variety of emotions. An emphasis on facial expressions and gestures was critical but so was the demonstrating of teamwork and a sense of ensemble. In the end, over 20 students were cast, and several students chose to do crew for the show.

Working diligently over eight weeks, the students learned and mastered the finer points of the Commedia style of farce. Some actors worked from stock characters and others created uniquely 'HIS' personalities that gave this production a 'down-home' style all its own. Additionally, some students with some very special talents were highlighted such as Josh Cui and Patty Chacon's guitar playing, as well as Allison Wang's classical dance.

One of the most unique aspects of the production were the added soloists and ensemble singing. The script did not originally have any music or songs but in keeping with the style of roving minstrels, we added some carefully placed songs that would counterpoint the fast-paced comedy with some slower and poignant moments of song. Grade 9's William Xu and Sabrina Li sang solos while the ensemble belted out 'That's Amore'.

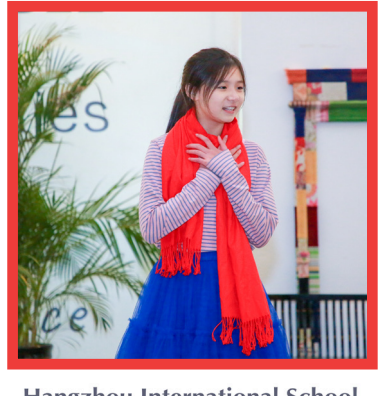
Of great interest to all participants was the joy of beating each other with breadsticks! The production utilized four fake breadsticks that were used to 'beat' several members of the cast. The students were joyously celebrating just how loudly you could hit someone, and the victim does not feel anything. You've never seen a group of teenagers so happy to get 'beaten' by giant loaves of bread.

To top off the whole show, we had the proverbial 'pie-to-the-face'. Yes, this show had it all. Since the setting of the story took place in a restaurant, the production team felt it necessary to incorporate food into the comedy as much as possible. Breadstick-beatings, a slow-motion chase scene played out to the singing of 'Volare', a man hiding in a sack and getting 'beaten' for his troubles, water being thrown in a character's face, a plate of spaghetti ending up all over another character, and yet another character having a pie smooshed into his face: we have proven what we have known all along... that kids love it when food ends up on someone's face!





# A Production by the Upper School



Hangzhou International School

**PRESENTS**

**SCAPINO!**

By Frank Dunlop and Jim Dale



An Upper School Production

Friday, Nov 12 - 5:30pm  
Red Carpet Dinner & Show @ Ciao Uncle

Student ticket: 99RMB (includes buffet dinner and soft drinks)

Adult ticket: 199RMB (includes buffet dinner and free flow of beer and wine)

Saturday, Nov 13 - 2:00pm & 5:00pm @ HIS auditorium

Tickets: 20RMB

Tickets available for purchase at: [info@his-china.org](mailto:info@his-china.org)

CELEBRATING 20

COMMUNITY

2000-2020

WASC

IB

IBIS

HISA



## SCAPINO! By Frank Dunlop and Jim Dale





## A Production by the Upper School





## Upper School Winter Arts Night:

## Visual Arts





~ Drama Performances ~ Music Instrumental and Choral Ensembles





## Shrek Jr. The Musical: a Lower School and Upper School Production





## Another Great Showcase of the Talent and Enthusiasm of the Students!



### CAST

Shrek-----Carlos      Donkey-----Patrick

Fiona-----Naomi      Lord Farquaad----Irene

Dragon and Dragonettes: Shauna, Bella, Rhema

#### Fairytale Creatures:

Gaia  
Netanya  
Elly  
Grace  
Aaira  
Daisy Z.  
Rhea  
Cathy  
Kaira  
Jayden H.  
Charles  
Anyssa  
Hugo  
Jiyu  
Mingeon  
Hyun  
Vidhan  
Pippa  
Zikai

#### Dance Ensemble:

Zoe  
Avril  
Lisa  
Muyun  
Abi  
Gijsje  
Shauna  
Bella  
Rhema

#### Guards/Knights:

Derek: Captain of the Guards  
Avanthika  
Jeffery  
Arthur  
Leo  
Jayden Z

### CAST and CREW

#### Woodland Creatures:

Li-Lian  
Christina S.  
Lukas  
Aimee  
Cassie  
Rachel  
Lucia X.  
Jillian  
Ethan  
William  
Vivian  
Caroline  
Oliva  
Jennifer  
Audrey  
Lotta  
Coco

#### Other Characters:

Young Fiona: Zikai  
Teen Fiona: Bella/Gijsje  
Young Shrek: Charles

#### Set and Costume Crew:

Shuman: Stage Manager  
Aina  
Clara  
Cindy  
Amber  
Jean  
Daisy H.  
Julie  
Andrea  
Noah  
Anthony  
Sun Kim  
Joanna  
Lucas  
Jessie  
Lucia H.M.  
Christina C  
Prisha  
Benny  
Camille  
Sissi  
Bonnie  
Joyce  
Sofia  
Chiara



**Directors:** Abbey Ehling, Jessie Xue, Emer Cordoba  
**Director of Set and Costumes:** Jacqueline Caraglior





## Shrek Jr. The Musical: a Lower School and Upper School Production





Another Great Showcase of the HIS Community Talent and Enthusiasm!





## Choir and String Orchestra at the Christmas Tree-Lighting Ceremonies

Once again, as in years past, our students were part of two wonderful performances at two different Hotels, Four Seasons West Lake, and Intercontinental Hangzhou, under the guidance of our caring faculty Mr. Emer Cordoba, Mr. Kyle Kresge and Ms. Rhiannon Johnson. They didn't just spread holiday joy and happiness but with their participation at the Four Seasons Hotel, the HIS choir students, administration, and families helped to raise money to support the local school for children with autism and learning disabilities: Hangzhou Carnation Autism School.

Both were two wonderful evenings, with delicious food, drinks, and Christmas tunes that made everyone -children and adults alike- enjoy the start of the festive season.





HIS Students, Faculty and Parents, Spreading the Joy in the Community!





## Congratulations HIS Dragon Swimmers!



Our Swim Team came back victorious from the Hangzhou International Youth Swimming Open Championship!  
What a great year for our Dragons,  
Champions at the HISAC Spring Swim Meet, and then again at the HISAC Autumn Swim Meet. Keep up the  
great work, enthusiasm and Dragon Spirit, swimmers and coaches!





Congratulations Girls Volleyball Varsity Team!



# CONGRATULATIONS TO the GIRLS Volleyball Varsity Team! ACAMIS CHAMPIONS



whom after  
playing against  
other  
International  
Schools  
Tournament,  
took 1st place  
with a great  
undefeated  
performance.



# #GoHIS Dragons!





## Excellent Varsity Volleyball Season, Go Dragons!



**Riva Aggarwal**  
**Grade 12**  
**IBDP Student**  
**Co-Captain**  
**Girls Varsity Team**

We would first like to thank our entire team of players, coaches, and parents, for supporting us throughout the most amazing last volleyball season we could have asked for. A big congratulations to the girls' team for winning ACAMIS volleyball, while truly playing our hearts out every game. Having been part of the team since 9th grade, we owe a lot to our past coaches and teammates who have helped us every step of the way.



**Aanvi Chadha**  
**Grade 12**  
**IBDP Student**  
**Co-Captain**  
**Girls Varsity Team**

When we started off Freshmen year not knowing anything about positions or hitting, Coach Heather patiently bore with us and took the time to drill in all of these fundamentals. Coach Semple, developed our technical skills and taught us new cheers, further building our passion for volleyball. Coach Cushman, deserves gratitude for teaching us the importance of teamwork and the different aspects of leadership. And finally, the biggest thank you goes to Coaches Nichola and Coutras for making us smile every practice, showing us the importance of dedication, and shaping us into the team we are today.



We definitely would not be here without the mentors and teammates that we have had, and we are so happy to end our journey here with full trust passed on to next year's team, with Madita and Manya's killer serves, Flora's and Yuki's unbeatable sets and some of the upcoming freshman players with some amazing potential and everyone's continuous effort and passion for volleyball. While we may not be playing with the team next year, we promise to cheer the loudest from wherever we end up. Thank you guys for giving us the best possible start to our senior year!





After having many years of ACAMIS experience throughout my high school years, I can say that I am pleased with how this volleyball season went for the HIS boys' team. Having limited experience against strong hitting teams, the lack of opportunities against other aggressive teams showed in the ACAMIS tournament.

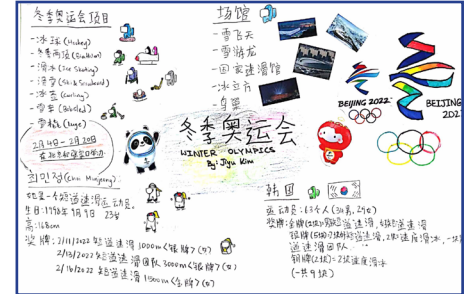
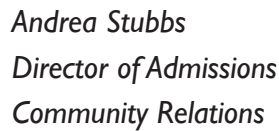
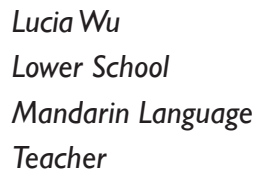
Despite this, I was honored to be able to lead the team throughout the season and although it did not turn out as we wanted, the experience will help to make the young core of the boys' team grow, and they will be something special to watch for the next couple of years. The biggest piece of advice I have to give to the young players is to pay your dues: I got very limited playing time in my first years in the team and after gaining knowledge and athleticism, the playing time followed, so that is something the younger players have to understand.



**Aryan Daswani**  
Grade 12  
IBDP Student  
Captain  
Boys Varsity Team







Grade 3 and Grade 4 students worked on the logo and mascot designs as the younger grades had. By exploring the aesthetics in the stadiums and venues for the games and the opening ceremony, they could challenge and expand their knowledge of Chinese culture and history. Talking and sharing thoughts about the performances at the opening ceremony was an opportunity to see the connections.





## Making Delicious Bing Tanghulu (冰糖葫芦)



*Jenny Wang  
Upper School  
Chinese Language  
and Literature  
Teacher*



Celebrating Chinese New Year is a tradition at HIS! The last week before the Chinese New Year holiday, students, faculty, parents, and Ms. Andrea Stubbs prepared different activities related to Chinese culture and customs for everyone in the school community.

We all wear traditional Chinese clothes and experience a dragon and lion dance at the soccer field, except for this year due to COVID protocols. We watched a video prepared by the Lower and Upper School students with beautiful and traditional performances.

Lower School students experienced a carnival full of cultural activities and Upper School students were visited by the God of Good Fortune who went around giving a traditional Hongbao with a lollipop inside.



This year we had something else prepared by the Upper School students, delicious Bing Tanghulu (冰糖葫芦). Bing Tanghulu is a Chinese snack of brilliantly coloured, candy-covered fruit that looks like a glossy strand of big pearls on a stick. It is traditionally made from hawthorn fruit. Bing Dwen Dwen, the official mascot of the 2022 Beijing Winter Olympics, was inspired by the traditional Chinese winter treat as the suit of ice resembles the clear candy coating.

Students worked after school learning how to make the Bing Tanghulu. We prepared the materials and made as many as possible to share with the community. It was a good teamwork activity, a relevant aspect of Chinese New Year celebrations.

Students were organized in various teams to wash the fruit, place the fruit on bamboo sticks, boil the sugar, and dip the fruit in the sugar syrup. It was a joyful activity that they enjoyed!



## Celebrating Chinese New Year





Lower School Carnival





## PAFA (Parents and Friends Association)

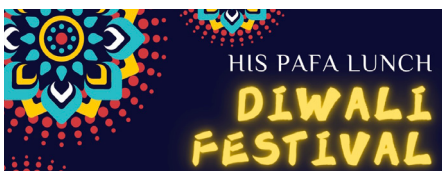


*Andrea Stubbs  
Director of Admissions  
Community Relations*

After a great start of the school year, PAFA parents continue working together to bring activities to the community that allowed us to spend time together inside and outside the school, while having a good time with the whole family, or while kids are at school.

With a spooky evening, PAFA parents and HIS brought many activities and fun on Halloween for the whole family. From a Halloween parade, games, food, costume contest, and more, everyone had a wonderful time!

One of the events was celebrating Diwali, a festival of lights and one of the major festivals celebrated by the Indian Community in November. In honor of the occasion, PAFA lucheon committee had a luncheon for parents. Many came with Indian traditional outfits, and we were enjoying a variety of Indian foods such as Butter Chicken, Chicken Tikka, Lentil Soup, Vegetable Samosa, and Basmati Rice, followed by a lucky draw and Bollywood dancing. The event was greatly attended by many parents and the dance floor was full of skillful dancers.





Keeping the community active!

But the fun activities didn't stop there! Before leaving for a well deserved winter holiday, PAFA luncheon committee hosted the traditional holiday lunch, and brought festive ambience of the holiday to the community. From signing traditional carols, to making ornaments, and exchanging gifts, parents wished to each other a great end of the 2021 year.

Remember that together as parents, students, staff, faculty and friends, we will build a solid foundation that unites our diversity and fosters a positive, cohesive community.

**We all play an important role in the HIS community!**



To see photos of the events please scan the QR codes.



the QR code to take a look at the PAFA booklet.

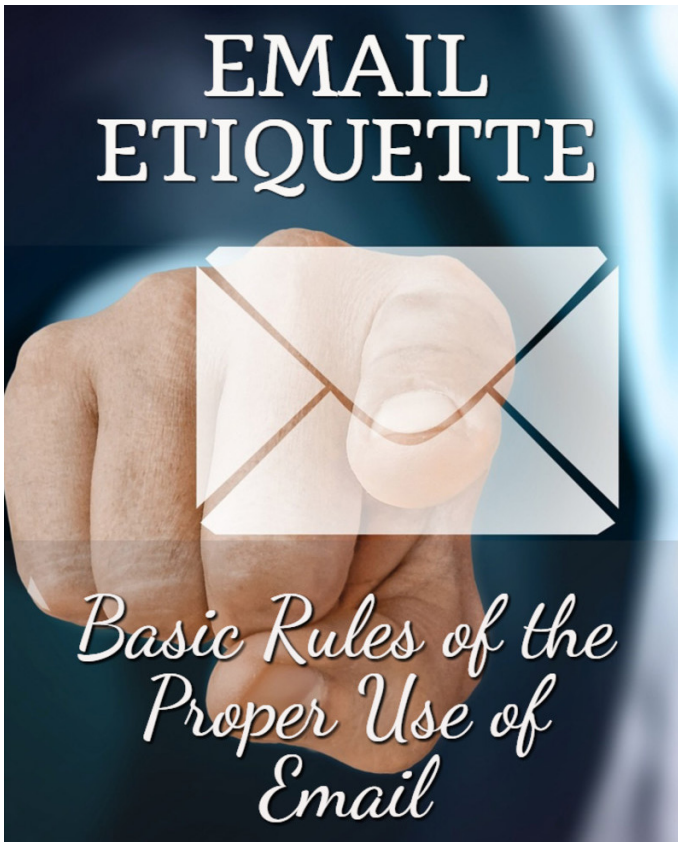




## Technology Tip: Email Basics and Email etiquette and safety



Danie de Beer  
Director of Technology



Like any form of online communication, it's important to practice good etiquette and safety when using email. Etiquette is a set of rules and guidelines that people use to communicate more effectively. You should also know how to protect yourself from certain risks, like malware and phishing.



### Tips for email success

Here are some basic rules you can follow to write better emails, no matter who you're emailing. In some cases, it's OK to break these rules. Use these rules as a starting point, then tailor each email you send based on the situation:

- Include a greeting – Just like a written letter, it's nice to add a greeting such as "Dear" or "Good Morning" and a closing line such as "Thanks" or "Regards" etc.
- Be clear and concise – People are more likely to read an email if they know what it's about, so be sure to include a relevant subject line. Prevent long subjects, but provide enough detail to make the subject clear.
- Check your tone – Your recipients may not be able to recognize irony or sarcasm in email, which can lead to misinterpretation or confusion.
- Double check the CC and BCC fields when replying to a message. It is easy to include recipients by accident.
- Review before sending – Double check the To, CC, and BCC fields.
- Limit text formatting as email services may have various tech formatting options. Excessive text formatting can also look unprofessional.
- Use a short signature – Many people create elaborate signatures with lots of contact information. However, this can make it hard to know how you want to be contacted.
- Avoid Caps Lock – Writing in all capitals is equivalent to shouting online.
- Ignore chain emails – Chain emails can spread quickly because they are forwarded to lots of people, who then forward to others. Many are hoaxes, and even those that are not may annoy your recipients.



### Email attachment etiquette

Attachments are an easy way to share files, photos, and more, but many people aren't aware of some of the most common attachment mistakes. Be sure to follow these basic rules when including attachments in your emails:

#### Mention included attachments

Never attach a file without mentioning it in the body of your email. Something as simple as "I've attached a few photos to this email" will help your recipients know what to expect. On the other hand, make sure the attachments you mention are included with the message—it's easy to focus on your message and forget to include the file itself. We recommend attaching any files before you start writing.

#### Consider file size and format

Avoid sending excessively large attachments or uncompressed photos, which can take a long time for your recipients to download. You can always ZIP or compress files to make them easier to send. Additionally, make sure your attachments don't need to be viewed in a specific application—use universal file types like PDF, RTF, and JPG.

#### Only include related files

If you need to send a lot of different files to the same person, consider sending the attachments through multiple emails. If you include several unrelated files in the same email, it can be difficult for your recipients to find the exact file they need.

### Email safety

Email is not totally secure, so you should avoid sending sensitive information like credit card numbers, passwords, and your Social Security Number. In addition, you may receive emails from scammers and cybercriminals. The first step in dealing with email safety concerns is understanding them so you know what to look for.

### Spam

Spam is another term for junk email or unwanted email advertisements. It's best to ignore or delete these messages. Luckily, most email services offer some protection, including spam filtering. At HIS we have state-of-the-art Filtering and monitoring firewalls installed.

### Phishing

Certain emails pretend to be from a bank or trusted source to steal your personal information. It's easy for someone to create an email that looks like it's from a specific business. Be especially cautious of any emails requesting an urgent response.

### Attachment Naming format

It is good practice to standardize on a convenient naming format. Avoid Special characters or nondescriptive attachments.

Example: page1.pdf or 12345treufi.pdf don't mean anything. This is more acceptable: quaterly\_report\_mm\_dd\_yyyy.pdf

### Attachments

Some email attachments can contain viruses and other malware. It's generally safest not to open any attachment you weren't expecting. If a friend sends you an attachment, you may want to ask if he or she meant to send it before downloading. Try not to send original Word or Excel documents, as these can easily be hacked, and malware or spyware can be attached to it and re-sent. Try using PDF as the default Document attachment where possible, or use ZIP to send the document.

As always, if you have any questions regarding possible spam, please contact the Tech Pagoda for support: [technology@his-china.org](mailto:technology@his-china.org)

Happy Emailing....







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## The HIS Mission

is to provide international learners with opportunities to pursue academic and personal excellence within a caring community.

**Once a Dragon, Always a Dragon!**



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