



May 2020



NEW BEAT

The New College Monthly Newsletter



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voices]

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New College

Dear Eagles,

As you might already know, I am Umashankar Ketheeswaran, a second year student in IT.

In September 2019, I applied for both the Tech Doc Technician/Marketing Associate volunteer position, and the New Beat Editor work study position, with the hopes that I can be more involved, spread my wings and learn to fly.

In September, I attended the interview at Tech Doc and then the interview for the New Beat Editor position; I got selected for both the positions.

My Technician/Marketing position at Tech Doc has helped me to be part of a wonderful Business & Technology oriented community. Tech Doc allowed me to provide FREE Tech-Support for fellow York U students & gain real time work experience as a Technician. Once I got my position change as Marketing executive & Tech support specialist at Tech Doc, I was able to help organize and host various workshops, social & professional events allowing me to be part of the growing community, which Tech Doc has been. My journey as the New Beat Editor has allowed me to gain experience as a writer, and also helped me spread my wings by letting me meet & talk to people I wouldn't normally meet.

It feels great to be part of these two communities. This school year, I have met wonderful people, had great experiences and created so many valuable memories. As my journey as the New Beat Editor comes to an end, I highly recommend one of you to start thinking about applying for the position.

Also as this school year comes to an end, another school year awaits us. I am thrilled and look forward to applying for another work position at York U. I would also like to get more involved with New College extracurricular activities.

Eagles, don't miss out, make sure that you also come out and visit the New College Lounge, New College Council office, Club Offices & get involved and hope to see you spread your wings.

**READ Full Version
ONLINE**

www.new-college.laps.yorku.ca/new-beat-newsletter/

Umashankar Ketheeswaran
New Beat Editor,
New College Council



Best Practices for Professional Email Etiquette



Sidra Saeed

Co-President, APAA

Emails are a part of business, for both employed professionals and job seekers alike. Since most people are being inundated with emails every day, you want to do everything you can to ensure that the emails you send get read. From a respectful email greeting to a professional email format, writing well can make a big difference. So read on for professional email etiquette tips that will increase the odds of your emails being read rather than trashed.

1) Specify your subject line

Title your email in such a way that the recipient immediately knows what the message is actually about.

2) Use a professional email address

Proper email etiquette calls for sending emails from your business email address, rather than a personal email address.

3) Use professional email greetings

While it may be tempting to use informal salutations when emailing associates and friends at work, you should use the same professional greetings you typically would if writing business correspondence with pen and paper. So think "Hello" rather than "Hey."

4) (Mostly) avoid "reply all"

It's usually a good idea to forego the temptation to hit the "reply all" option when sending professional emails.

Proper email etiquette aside, it can be quite annoying for people to be included in a group email if the content of the message has nothing to do with them.

5) Proofread

Sometimes people pay less attention to spelling and grammar when composing emails than when writing actual letters, which is the way business correspondence was traditionally done. But the truth is that proper spelling and grammar still counts, even in the virtual world.

6) Keep it short and sweet

When it comes to your business emails, the shorter the better. Keeping your emails concise and to the point means not only less time spent crafting your email, but also a timely response from the person you emailed. Trust us — no one wants to read a novel in their inbox.

7) Acknowledge emails

With business email etiquette, it's always a good idea to send a response, regardless of if the person emailing you requests one. You should not only acknowledge all emails, but also do so in a timely fashion.

8) Avoid all caps

Using all capital letters in written communication is like shouting in a face-to-face conversation — and no one likes to be yelled at. So it's usually not appropriate or proper email etiquette to employ all caps in order to convey your message.

9) Double-check the email address

When it comes to business matters, the last thing you want is to send an email to the wrong person. That's why you should double-check the recipient's info before hitting the "send" button. If you make a habit of verifying the receiver's info, you'll avoid making these mistakes.

10) Sign off in style

It's a good idea to have an email signature as a component of your corporate identity. It will make your emails come off looking more legitimate and professional. In fact, you can look at your email signature as the digital equivalent of your business card with words such as "best regards", "sincerely", "looking forward to hearing from you" or a simple "thank you".

Maintaining a professional image includes communicating properly, and that, of course, includes emails. Email is a powerful, professional tool, both in the workplace and for networking, and these email etiquette tips will give you a good start.



ATKINSON
PROFESSIONAL
ACCOUNTING
ASSOCIATION



"It taught me a multitude of crucial soft skills through which I was able to jumpstart my career and also make a positive impact in the York community by hosting various workshops and events."

VIKUL MALHOTRA



"Without being involved in student extra curricular's, I wouldn't have been able to meet so many unique, creative and talented students, industry professionals and companies."

DINA HANA



"I am very grateful for this journey, and the lifelong friendships that I've gained in APAA."

ERICA LAM



"I was able to collaborate and connect with several non-profit organizations, and in doing so, I got to explore more options available in my field."

JENNIFER KWOK



"We are a group of people who help each other out for whatever it may be and I personally loved that!"

HIMANI PANSURIYA



"With the help of APAA, I was able to meet students, alumni, and employers that I never would have been able to normally."

ANDY SUH



"It's a sense of community that I've never come across during my time at York."

JAMES AUSTRIA



"Through APAA I was able to join a great and supportive community that allowed me to make some lifelong friends!"

CINDY QUACH



"By working with APAA, I was able to be part of an amazing team to help organize and plan events that were beneficial to accounting students."

MICHAEL DAVAC



“

Proud to be
“CLUB OF THE
YEAR”



Umashankar Ketheeswaran
Marketing Director & Tech-Support Specialist,
Tech Doc



“It’s great to be involved and be part of a community”



Don't miss out, make sure you come out to events & workshops held by clubs. There are over 130 clubs that are social, professional, hobby, sport, & faith based, from which you can get involved with and start making a difference. Also, you can go to the New College Lounge, Room 107, Where you can mingle with others, play some foosball and socialize.

Tech Doc is a student-run club at York University. Created in 2019, its' mission is to serve, encourage and help students, technologically and financially, to strive for greatness and achieve success. Tech Doc is an official partner of RBC & CompTIA. Our mission is to provide our members, York University students and community, with great services, support, certificate courses, networking events, workshops, social events, volunteering opportunities, job alerts and other partnered events for free, or as affordable as possible.

For the past year, Tech Doc has been working to create a welcoming community for all students at York University. Our club has held social events such as the Microsoft Gaming Event, to welcome students who are interested in gaming to be part of TDG (Tech Doc Gaming) community. We also offer various workshops, such as resume, HTML, & Computer Building/Buyers Guide, with the intention of welcoming students who are not very social but enjoy attending a semi professional/social events. We have also held networking events such as the Money Talk Part 1, IT Alumni Networking Event, and Professional events sponsored by RBC for those who are looking for professional opportunities or to just grow their network.

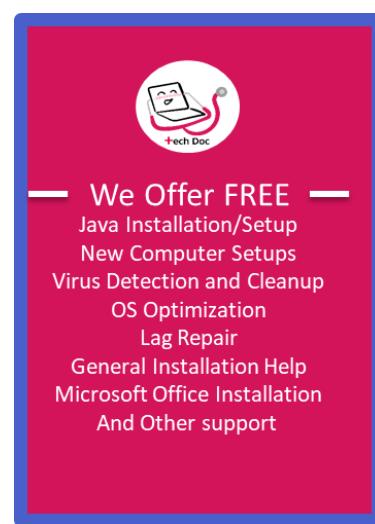
Tech Doc Provides

FREE Tech-Support for students,

- FREE
- Tech-support in our office during our office hours
- If you require Tech support outside our office hours, kindly email or DM us

Event Technician Service, (Technicians, who can be booked to help with events).

- FREE
- Service will be provided for your entire event,
- Will help prevent and fix technical problems making sure the events runs smoothly,
- For booking email or DM TechDoc

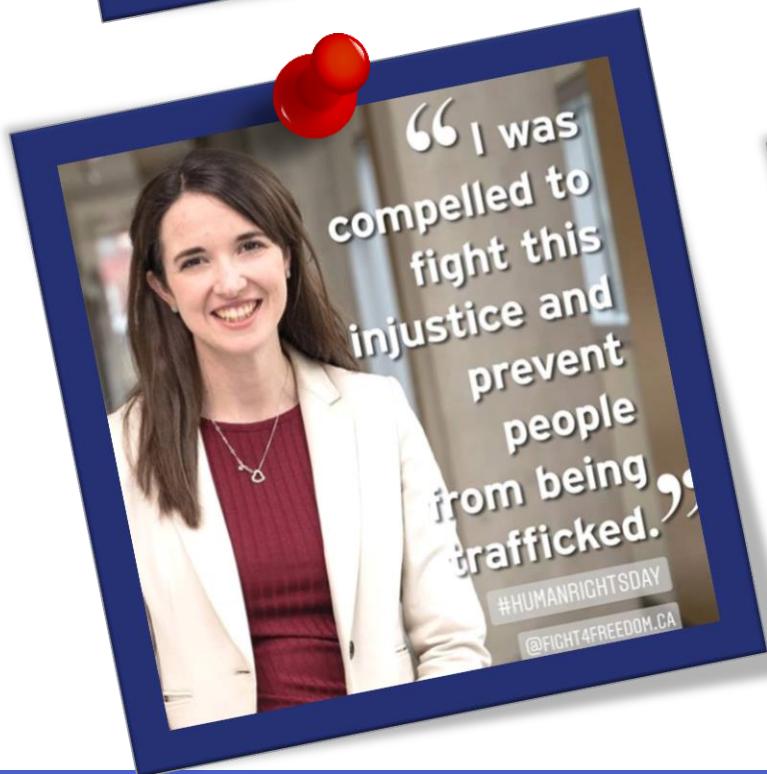




Feature
FROM @YorkUAlumni 

York U Alumni

All York U Alumni
events are Cancelled





New College Events & Services

May 2020

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						