TOP 10 TIPS FOR INTERNATIONAL ONLINE COLLABORATION
 (Source: Connect All Schools-
http://www.connectallschools.org/node/132302#Tips**)**

1. Do not assume that other students will know if you are male or female by your first name. If you want them to know that you are male or female, tell them.

 2. Almost all other countries use the metric system for measurement. A temperature of 30 degrees may seem cold to you but warm to your partners. (30 degrees Celsius is 86 degrees Fahrenheit.) Convert your measurements to metric in your communication. Most often the other student will have to translate the rest of your communication into their first language. Science Made Simple has a metric converter that is easy to use.

 3. If you use slang or colloquial expressions be sure to explain what they mean.

 4. Remember how tedious it is to look up words in a dictionary. Use simple English words. Consider how phrases are translated literally. Can you imagine what someone would think if you wrote you had dirty blond hair?

 5. Explain abbreviations when you use them.

 6. Remember that most of the world uses a 24 hour clock. Three in the afternoon would be written 15:00. (You add 12 to the number for the P.M. hours)

 7. Most other countries will write dates with the day, month, year (e.g. 21/09/2010) or even year, day, month (e.g. 2010/21/09) rather than our system of writing month, day, year (e.g. 09/21/2010). Write out the name of the month to avoid confusion (e.g., September 21, 2010).

 8. In written communication, remember the reader cannot see your face. Humor may often be interpreted literally and misunderstood. Use emoticons (smiley faces and other symbols) and punctuation such as asterisks to make emphasis. Be certain to state your emotions, do not assume they are known.

 9. Much of the world learns British English language rather than US English. Words such as centre or colour may look misspelled but are correct for them.

 10. Avoid using season names (spring, summer, etc.) as they are often not at the same time of the year in other hemispheres. Instead use month names (June, August, etc.)