

Name: _____

Netiquette

- **Consideration is the key.** The use of all capital letters is like yelling at someone. Make your messages personal, and resist the temptation to send on messages (especially without the consent of the original creator).
- **Keep your messages as short as possible.** We are all busy. Try to ensure your message cannot be taken out of context. Sometimes abbreviations can have multiple meanings, or your friends may not know what your abbreviation means and may be offended by this.
- **Confirm before you click.** Be aware of your tone. Your sender will not be able to see your facial expression, so it could be hard for them to know if you mean what you have written as a joke, in anger, or simply as a comment.
- **Check the recipient's number before you hit "Send."**
- **Clarify the message.** If you are upset by a message you have received, check if you have understood it correctly before jumping to conclusions.
- **Don't expect an immediate response.** Text and email messages may not be immediately received or read by the recipient. There is no strict rule on how promptly a person should respond to a text or instant message. Try not to get offended if they do not get back to you for a while.
- **Textual harassment.** Try not to overload the recipient with text messages. Consider how many times you would be comfortable calling the same person in a day. Think of each text conversation as a phone call, and ask yourself whether you are imposing on the other person.