

Email Netiquette



- **Use Meaningful Subject Lines**
Tell the person what you are sending to them so they know what to expect when the message is opened.
- **Don't Type With ALL CAPS**
This is known as online screaming, and is considered to be rude.
- **Think Before You Type**
E-mails are not like spoken words - they do not go away after you say them. Because they are more permanent, you must be very careful about what you say and how you say it. Once you hit "send", you have no control over it!

It's easy to be misunderstood in Cyberspace – you can't see the other person face-to-face. Be clear about what you want to say. Don't send a message when you are angry – it's hard to undo things that are said in anger.
- **Think About Attachments**
Don't send something as an attachment unless you *really* need to. Don't send really large attachments. Don't send attachments with viruses. And...be careful of attachments you download.
- **Don't Spam**
Don't send out messages that aren't wanted!
- **Don't Pass Around Chain Letters**
They are annoying.

Most of these *netiquette rules* are really just common sense.

Give people you meet online the same respect you would give someone in-person.

Point to Ponder: How can using netiquette affect Cyber bullying?



Email Aptitude



Directions: Correct this email! Don't offend i-Buddy. Can you find all of the errors in this e-mail that aren't very nice?? Also, add in fun emoticons ☺ ☹ to make sure the e-mail shows the correct emotion.

Hey i-Buddy!

What's up buddy? I LIKE HAVEN'T SEEN YOU LATELY!!!! WHY???

You keep that up and you won't be my number one buddy anymore.

Anyways. Can you believe that my mom expects me to do my homework before I email

You? Oh well, luckily not too much math homework. Hey did you get that email

Forward I sent you? Make sure to delete that .exe file like it says to get rid of the virus.

Wouldn't want your computer to crash. Hey check out that attachment – it's my

Journal. Just read the first section and let me know what you think.

Well, SEE YA LATER!

Emoticons stand for emotion icons. When emailing, IMing, or Chatting, writers use emoticons to show when they are joking, upset, or angry. Emoticons help the reader understand what the writer is really trying to say.

Use characters on your keyboard to make emoticons. The most common one is the smile. It is used to tell people – don't take what I said seriously; I meant it as a joke or in good humor. A smile ☺ can be made with a colon for the eyes, a dash for the nose, and the right parenthesis for the smiling mouth.

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