E-Mail Netiquette

(source information from http://www.deblogan.com/things2.html)

True or False? Place a T or an F in the box to the left of each statement to indicate your opinion.

☐ Be polite and as clear as possible.

☐ You should not use smilies and abbreviations to help the reader understand the intent of a message.

☐ Use subject lines.

☐ Do not thank people when they help you because it is annoying.

☐ Think twice before sending messages. E-mail cannot be retrieved once sent.

☐ Private information is fine in e-mail messages. They cannot be read by other people.

☐ Make messages as short as possible.

☐ Web communication is very formal. Correcting or commenting on typos or other mistakes is a good idea.

☐ You should expect immediate answers.

☐ Try to answer e-mail as quickly as possible.

☐ Do not SHOUT. Writing in all capital letters is called shouting and is very rude.

☐ Do not FLAME. A flame is sending an angry message.

☐ SPAMMING is ok. "Spamming" is sending junk mail on the Internet.