

**Netiquette Activity**

Netiquette. It simply means online etiquette. When you are an online learner, online communication replaces face-to-face interaction and conversation. So your knowledge of the *do’s* and *don’ts* of online “talking” is very important. This is just a short introduction to the massive word of netiquette tips. For more information, we recommend [www.Netmanners.com](http://www.Netmanners.com).

**Rule 1: ALL CAPS LOOKS LIKE YOU’RE YELLING!**

Can you remember a time when you received an email that contained all caps? How did this type of communication make you feel? How do you think the email author was feeling at the time it was written?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rule 2: Never leave the subject-field of an email blank or vague.**

It’s 10:00 pm. You’re checking your email one last time before you call it a day. You see four emails in your inbox from email addresses you don’t recognize. How do you proceed (circle your answer)?

Subject 1: “**Hey.**” Open it Delete it; it might be spam!

Subject 2: “**hElp mE**” Open it Delete it; it might be spam!

Subject 3: “**HIIHADAQUESTION4U**” Open it Delete it; it might be spam!

Subject 3: “**Ashford Class Information**” Open it Delete it; it might be spam!

The first three options are vague and could possibly contain spam. ***You*** look for clear and descriptive information when opening your emails, so be sure to provide descriptive subjects for every email you send.

**Rule 3: Colored backgrounds are hard to read.**

Its fun to be creative with your email correspondences, however using colors that are too dark or too light can prevent communication. Remember, you are sending an email to communicate a message. Make that message as easy to read as possible.

**Rule 4: Don’t use text code in an online classroom.**

You are a professor who has asked the each member of the class to share something about themselves in a discussion post. Which of the entries below should receive full credit?

Entry 1: “**u r the wind beneath my wngs iz my favorite song!”**

Entry 2: “**I love spaghetti LOL! It makes me feel ☺ ♥”**

Entry 3: “**I enjoy horseback riding and owning my horses. I used to ride competitively and now I just enjoy teaching others.”**

Entry 3 used complete, grammatically correct sentences, and was free from typos. Just because you are communicating with text, doesn’t mean you should communicate informally. Impress those around you by using correct grammar in all your online communications.

For more information, check out:

[The Core Rules of Netiquette](http://www.albion.com/netiquette/corerules.html), Virginia Shea

Because Netiquette Matters!, Judith Kallos

Sources:

[www.Netmanners.com](http://www.Netmanners.com)