ONLINE MEETING ETIQUETTE

The noun "etiquette" describes the requirements of behaviors according to the conventions of society. It includes the proper conduct that is established by a community for various occasions, including ceremonies, court, formal events and everyday life.

Etiquette tells us

a. What to eat for a good diet.
b. Where to plat at break time.
c. How to behave appropriately.

Match the statements with the right pictures

Join in on time	Sit up straight and give your full attention to the task at hand, be ready to answer a question that is directed to you.
Dress appropriately	Avoid eating, rustling paper and other things that can contribute to distraction.

LIVEWORKSHEETS

Mute your microphone when someone else is presenting

Make sure your microphone and audio are working beforehand.

Stay seated and Stay present

Avoid noise that can distract people from the person who is speaking.

Minimise distractions (No t.v. or doing other than the online lesson)

Remember to dress in comfortable but presentable clothes (there are other people on the call).

LIVEWORKSHEETS