

With the development of technology and 0) using computers and the Internet on a daily basis, you want to make sure that what you send is well-received. That is where Netiquette 1) in. Netiquette is a set of rules for behaving properly online. Just 2) when you visit a new country and must follow 3) rules, the same applies for cyberspace. In order not to offend or be offended by the people you're interacting with online, you must 4) cyberspace rules.

- 10 When the Internet was first created, it was mostly used by educational and research departments. 5) that time, the number of users was very low. The original users of the Internet were very ethical and 6) up a system of rules for e-mailing and discussion groups. The purpose of these rules was to keep some order and respect 7) communicating with others over the Net.

As the Internet becomes more and more popular, it is important to keep these guidelines in mind. Remember that although netiquette might at first appear to be a set of rules, in reality it is a set of recommendations. Here are some of these recommendations: Do not write in upper case only, as it might 8) the impression that you're shouting. Do not send abusive messages. If you want to send a big file, ask the recipient first. If you're in a hurry, you can 9) be polite by using abbreviations such as WBS for 'write back soon', for example.

Whether you are sending an e-mail for personal or work-related reasons, it is important to always remain courteous. Remember that the Internet is a public forum and you 10) know who will read your message. Before sending something, ask yourself 'How would I feel if I received this message?'

Reading

- 1 Choose the correct word A-D to complete the gaps in the text.

- | | | | |
|------------|---|-----------|-----------|
| 0 A anyone | ☒ B everyone | C someone | D no one |
| 1 A enters | B proves | C comes | D appears |
| 2 A like | B so | C that | D such |
| 3 A they | B these | C their | D her |
| 4 A follow | B keep | C do | D have |
| 5 A By | B On | C In | D At |
| 6 A did | B made | C set | D fixed |
| 7 A while | B during | C then | D after |
| 8 A give | B make | C offer | D show |
| 9 A when | B yet | C still | D so |
| 10 A yet | ☒ B never | C not | D always |

- 3 Match the words to form phrases. Use some to complete the sentences below.

- | | | |
|------------------------|----------|--------------|
| <input type="text"/> 1 | share | a emails |
| <input type="text"/> 2 | send | b viruses |
| <input type="text"/> 3 | computer | c files |
| <input type="text"/> 4 | online | d password |
| <input type="text"/> 5 | computer | e connection |

- 1 You should install a program that protects against
.....
- 2 I can't complete my research on the Internet because we're