



CLB 5 Text Message Etiquette

It is important to know the rules about sending text messages to co-workers and supervisors.

Instructions:

1. Answer the true or false questions with a partner about text messages.
2. Look at the PowerPoint to see the answers.

1. You do not have to use full sentences when you text your boss. **TRUE FALSE**

Why or why not? _____

2. It is ok to send emoticons to your boss. **TRUE FALSE**

Why or why not? _____

3. You should not send a boss or co-worker a text message after 9 p.m.

TRUE FALSE

Why or why not? _____

4. You should re-read a text message before you send it. **TRUE FALSE**

Why or why not? _____

5. You do not have to sign your name in a text message. **TRUE FALSE**

Why or why not? _____

6. You can text anyone you work with. **TRUE FALSE**

Why or why not? _____

7. Sometimes, you should talk on the phone or use email instead of texting.

TRUE FALSE

Why or why not? _____

8. If your co-worker or boss doesn't text back right away, you should send the message again.

TRUE FALSE

Why or why not? _____

9. You should not check your text messages during work unless you are on your break or there is an emergency.

TRUE FALSE

Why or why not? _____