

QUESTION

Have you sent the wrong message in a text before?

5. Sign your name

You should type your name in a text, so your boss or co-workers know who sent the message.

At the beginning:

This is John Smith.
(We work together.)

OR

At the end:
Thanks. John Smith

6. Only text people who are okay with it

Some people do not like texting.

They like you to call or email them.



7. Use the phone or email for important topics

Important or serious conversations...

you should use the phone or email. Don't text.



 **LIVEWORKSHEETS**

8. Do not re-send

Do not re-send a message.

Your boss or co-worker might be busy.



 **LIVEWORKSHEETS**

9. Do not text at work

You should only text on breaks, or when there is an emergency.

Maybe the boss texts employees at work.
Then you can look at texts from the boss.



Using your phones at work can be dangerous.
Do not walk and text! Be careful!

QUESTION

**Do people at your workplace get
in trouble for texting?**

What questions do you have?

Thank you!

SOURCES

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