

READ THE TEXT AND CHOOSE THE CORRECT ANSWER.

Some Texting Rules You Should Know

Texting is a very common form of communication nowadays, but if we don't follow certain rules, it can also be a very effective tool if you really want to annoy people.

1. YOU NEED TO BE PATIENT

This is a good activity for exercising being patient. People are not always free or if they are, they probably don't feel like having a conversation with you. You should be considerate. If you keep texting over and over again, this is the best way to discourage them from responding.

2. ANSWERING

You need to be polite and answer the messages that you receive in a kind and reasonably timed manner. (The only exception is when the person is a stalker, in which case, please do not respond. Securlty goes first and you should tell someone about it, just in case...)

3. SOMETIMES PEOPLE ARE BUSY

you need to be conscious about other people's schedule, because texting somebody at 4 a.m. in the morning or during school or work time is not recommendable, not even to your BFF (Best Friend Forever). The same applies if you know the person sleeps until late on weekends or if the person goes to bed early during the week; otherwise, they'll want to kill you for being so inconsiderate.

4. AVOID LONG TEXTING

Sometimes it is better to have a phone conversation or a face-to-face conversation than texting. Particularly if the text is too long. You should only write short and concrete information. Don't make it more confusing than it probably is.

5. BEFORE CALLING ASK

Some people prefer texting than speaking, so you should be kind to the introverts and give them some privacy. If someone texted you, it means they didn't want to talk on the phone. That might mean they're busy, or they're relaxing, but don't call them in response. Respect their private space. If you really think there's something important to say over the phone, text them asking them first.

6. CHECK TWICE BEFORE ANSWERING

Sometimes phone text correctors create funny or weird messages, so check twice before sending a message. You need to be sure of what you're sending, unless the correction is particularly hilarious, of course. If that is the case, send it!

7. FORGET ABOUT TEXTING IF YOU'RE ACCOMPANIED BY SOMEBODY

If you don't know how the other person's opinion about texting, or if you don't know the person well, just don't text or check your text messages all the time. It's rude and it gives the impression that you don't particularly care about the other person's presence. One exception: if there's something really important, like, for instance, the expected appointment for a job interview message, you should inform your companion that you may be checking your phone oftenly.

8. DON'T TEXT FOR TALKING ABOUT DIFFICULT SITUATIONS

This applies for many different possibilities. Everyone knows that it's no good to use texts to break up, to insult somebody or to communicate very bad news. But you also shouldn't try to get really deep into conversation with an acquaintance or a stranger. I recently met someone and almost immediately, he texted me his life story, and it was more than a bit shocking.

9. DON'T USE ABBREVIATIONS YOU'RE NOT SURE ABOUT

don't 4get this rule, b/c u will lose so much credibility

There are certain abbreviations that are generally shared by almost everybody, but make sure you know the meaning of the ones that you're using. Don't text someone "lol" when they're having a difficult time, thinking it means "lots of love."

10. BE CAREFUL WITH CAPITAL LETTERS!

DOESN'T IT LOOK LIKE I'M SHOUTING AT YOU?!!?

If you are really upset to the point where you feel like shouting, it's probably a conversation that should be carried out in another way, so don't text it.

Adapted from: <http://www.english.org/articles/communication/18-c-communication-rules-which-you-should-know.html>

Texting acquaintances or strangers, is a good form of having a good time and sharing interesting information.	☐	☐
If you keep on texting somebody, you could produce and unwanted reaction from them.	☐	☐
You should always answer all the texts that you receive to show that you're polite.	☐	☐
Write long complex text messages only when you feel it's necessary to make yourself clear.	☐	☐
You should avoid texting whenever you are with people around you. It doesn't matter if they're relatives, friends or colleagues. It's not polite.	☐	☐
If you are very angry, it's preferable not to text anybody until you get calmer. Try another option to communicate what you're feeling in that moment.	☐	☐
Using "chat-speak" when texting, it's only accepted if senders and receivers know the meaning of all the abbreviations you're using.	☐	☐
It's not recommended to text people at odd hours, unless they are your best friends (BFF).	☐	☐
It's necessary to correct all the messages before sending them to avoid awkward situations.	☐	☐
It's possible to telephone shy people after they send you a message, but only if you let them know in advance and if they accept it.	☐	☐