Unit 12 Netiquette

Warm up:

Complete the questionnaire . Write YES or NO.

1. I read my messages/posts/comments carefully before I send them. ☐
2. I check my messages/posts/comments for grammar, spelling and punctuation. ☐
3. I use a lot of capital letters. ☐
4. I use emoticons. ☐
5. I consider the feelings of the people who will read my messages/posts/comments. ☐
6. I avoid controversial opinions. ☐

Przeczytaj teksty 1. i 2. Uzupełnij luki 1–3 w e-mailu do Emmy zgodnie z treścią tekstów. Luki należy uzupełnić w języku angielskim

Tekst 1.

NETIQUETTE – A WHIM OR A MUST?

Online communication has become part of our everyday lives as it's fast and easy. However, it also has its disadvantages: when communicating online you don't get to see a person's body language, and you don't hear their tone of voice. The only tool of communication you have is the typed word. It's easy then to be misunderstood or even to insult someone. That is why it is very important to become familiar with the rules of netiquette – tips on how to communicate online. Another essential thing to consider is that you are communicating with a real person, so before you send or post anything, imagine how they might feel when they read your message or post.

Tekst 2.

HOW TO BE POLITE ON THE NET

■ Think about the recipients of your message or post. Will it be read by your close friends or will it be public?

■ Adopt the right tone and level of formality – don't overuse emoticons or capital letters.

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■ Express your opinions politely, and rely on facts and data which can be checked.
■ Avoid sarcasm and irony even if you think someone is wrong.
■ Never post or send anything when angry or frustrated – wait for your emotions to cool down.

Hi Emma,

I've just read some interesting information about netiquette – you know, rules of (1) _____. Before that, I thought it was all about avoiding spelling mistakes and overusing emoticons. But the article suggests remembering that there is (2) _____ on the other end of the screen. We can't see their body language or hear their voice, so we must be careful not to hurt their feelings – for example, by being sarcastic or too informal. Also, we should never send or post anything when we are under the influence of (3) _____.

I will definitely try to pay more attention to what I write online.

What do you think?

Cheers,

Mia

Answer the following questions:

- Which rule of netiquette in text 2 is most important for you? Why?

- Do you ever experience bad netiquette? If you do, what is it and how do you react to it?

- Which rules of netiquette do you follow? Which ones do you need to improve?

- Would you like to add any rules to the list? What would they be?

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