



WRITING

A. Read the following text. Choose the correct title for it.

- a. What is netiquette?
- b. Why do we use netiquette?
- c. When do we use netiquette?

The word **netiquette** is a combination of the words *net* (from the Internet) and *etiquette*. It means respecting other users' views and paying attention to some rules when you send e-mails or post messages in blogs, forums or chat rooms.

Here are some basic rules.

- ⊕ Include a subject line. Tell the topic of your e-mail there.
- ⊕ Begin your e-mail with a salutation. You can begin a formal e-mail with *Dear Mr. Cheng*, or *Dear Sir or Madam*, and an informal e-mail with *Dear Michael*, or *Hi, Tony!*
- ⊕ End your formal e-mail with *Regards*, *Yours sincerely* or *Yours faithfully*, and an informal e-mail with *Love*, or *Yours*.
- ⊕ Don't forget to write your name at the bottom.
- ⊕ Avoid using all capital letters. Because this means you're shouting.
- ⊕ Keep your e-mails or messages short and focused.
- ⊕ To shorten informal e-mails or messages, use common acronyms or smileys. You can also add personality and humor to them in this way.
- ⊕ Check your spelling.
- ⊕ Remember all your posts are public. Your parents, children or employer may read them.
- ⊕ Avoid rude language.

B. Do research into netiquette on the Net. Then write a paragraph about the importance of netiquette. Use some signal words like because, as, since, so, therefore.