

TEXT MESSAGE ETIQUETTE

CLB 5

Texting at Work

There are important rules to follow when you send text messages to people at work.

1. Use full sentences

When you text your supervisor or your co-workers, use full sentences.

This is professional.



2. Don't use abbreviations or emoticons

Abbreviations (ttyl, lol, np) and emoticons are too informal for texting your boss.



QUESTIONS

Do you like to use emoticons?
Which ones do you use?

3. Be careful with the time

Do not text before 8 a.m. or after 9 p.m. when people might be resting.



4. Re-read your message

Sometimes we make mistakes in a text message, or our phone changes our words.

Check before you send!

