

NETIQUETTE

Why does netiquette matter?

Virtually everything we do is related to the internet, in the business world and in day to day living.

EMAIL ETIQUETTE

1. If the message is lengthy, call to ask permission to send.
2. If your answer is lengthy, email to ask the recipient to call you.

Subject Lines

Subject lines should give an accurate description of the email and give the recipient a reason to open the email.

Subject Line Rules:

1. Never leave blank.
2. Never be vague.
3. No drama.
4. Accurate.

Business Email Signature:

1. Your name. (with class year. Ex: 16c)
2. Your work phone number.
3. Department.
4. Organization.

We are all connected by the internet, but do we know how connected we really are?

<http://www.internetlivestats.com/>

SOCIAL MEDIA ETIQUETTE

Companies look at social media accounts when determining whether to hire someone.

They will look at:

1. If you are professional.
2. If you fit in with company culture.
3. What your qualifications are.
4. If there are any reasons not to hire you.

Everyone should have a LinkedIn account. They are free to create, and companies expect you to have one.



Always stay professional!