

THE [netiquette] EDGE

Name _____

Hour _____

VIDEO WORKSHEET

Technology keeps us racing at a fast pace. We now have the greatest options to keep in touch anywhere, anytime. Computers, cell phones and other communication devices come with instructions, guarantees and special calling plans. And they also come with a new code of etiquette. The teens in the “Netiquette Edge” find out about technology manners when they set up a ballroom dance club. They learn the steps to the swing, tango and salsa. In the process they also learn the steps of the new netiquette. They realize they can keep in touch without losing the personal touch.

*We depend on technology to exchange information and build our social contacts.
But we never want these conveniences to replace our face-to-face relationships.*

REVIEW

Directions: After watching “The Netiquette Edge,” answer the following questions.

1. How did the term “netiquette” come about?
2. What technology steps did the ballroom dancers use to set up their dance club?
S. _____
T. _____
E. _____
P. _____
S. _____
3. Why is it rude to forward large files through email?



4. Name several situations where you should not use your text message option?

5. How can you keep your friends' email addresses private when you forward messages?

6. Why shouldn't you write "Hello" or "Hi" on the subject line of your email?

7. Why is using all capital letters in your email messages rude?

8. Name two etiquette rules for instant messaging.

9. What is the most important etiquette tip when using a cell phone?

10. Is it okay to keep your iPod ear buds in when you talk to people?



REVIEW

Directions: After watching “The Netiquette Edge,” answer the following questions.

1. How did the term “netiquette” come about?

It’s a combination of the words “network” and “etiquette” and refers to manners and technology.

2. What steps technology did the ballroom dancers use to set up their dance club?

S. Surf the Internet

T. Text message

E. Email and instant message

P. Phone and take photos

S. Socialize on networking sites

3. Why is it rude to forward large files through email?

Filling someone’s in-box with large attachments can clog up their email. Ask before you send.

4. Name several situations where you should not use your text message option?

When you’re having a face-to-face conversation, are in class and when you’re driving.

5. How can you keep your friends’ email addresses private when you forward messages?

Create a list of “undisclosed recipients” in the blind carbon copy – BCC - field.

6. Why shouldn’t you write “Hello” or “Hi” on the subject line of your email?

The topic of your message should be specific such as “Dance lesson times”. “Hello” and “Hi” aren’t specific topics.

7. Why is using all capital letters in your email messages rude?

Writing in all caps is considered shouting in cyberspace.

8. Name two etiquette rules for instant messaging.

Ask before you IM and don’t spread gossip.

9. What is the most important etiquette tip when using a cell phone?

Don’t interrupt a face-to-face conversation to take or make a phone call.

10. Is it okay to keep your iPod ear buds in when you talk to people?

No. Pop them out. Always focus on people first.

REWIND THE RUDE

Divide students into small groups. Each group will come up with five pet peeves about technology users. They will trade their list with another group. The groups will come up with ways to rewind the rude behaviors into good netiquette.

RATE YOUR NETIQUETTE

Student will evaluate their personal technology manners based on the information presented in the video. Where are they on track? Where could they make some changes?