

Name: _____

Hour: _____

VIDEO WORKSHEET

Review:

After watching *Social Media Manners: Polite Behavior in the Social Media World*, answer the following questions.

1. What are the four general principles for respecting other people when using technology? _____

2. What times or places should you turn off your phone? _____

3. What is the polite thing to do when you are expecting an important phone call and are with other people? _____

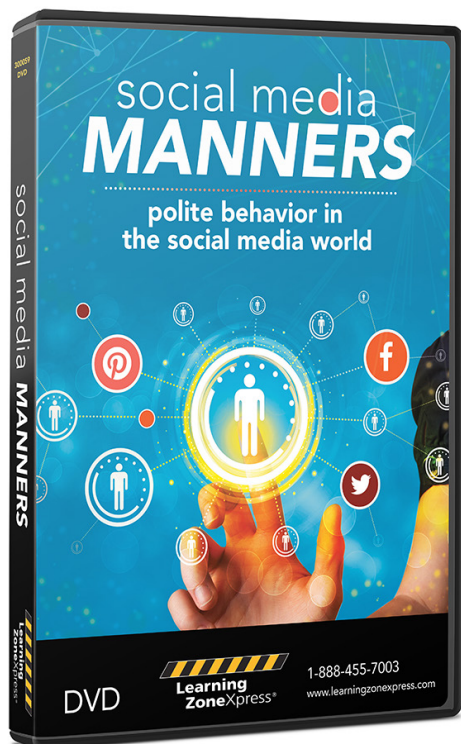
4. Why is it important to re-read your text messages before hitting "send"? _____

5. When posting on social media sites like Facebook or Twitter, what are some things to keep in mind? _____

6. What is the polite way to handle an invitation to event on Facebook? _____

7. If someone posts an unflattering photo or a comment about you on social media, what should you do?

8. What is a good rule of thumb to follow when it comes to posting on Twitter? _____



ANSWER KEY

Review:

After watching *Social Media Manners: Polite Behavior in the Social Media World*, answer the following questions.

1. What are the four general principles for respecting other people when using technology? _____

1. People come before technology.

2. Don't interfere with other people's experiences or rights.

3. If you don't want the world to see it, don't put it out there.

4. What happens online, stays online. Forever.

2. What times or places should you turn off your phone? _____

Theatre, church, library, classroom, or meetings—any time you're in a public situation where others want to listen or concentrate without distraction.

3. What is the polite thing to do when you are expecting an important phone call and are with other people? _____

Explain ahead of time to the others you are with that you are expecting an important phone call. Put the phone on vibrate. Apologize ahead of time for keeping your phone out and when the call comes, politely step away to answer.

4. Why is it important to re-read your text messages before hitting "send"? _____

You should re-read text messages before sending them to make sure there are no mistakes, no embarrassing auto-corrections, and that you haven't written anything that can be misinterpreted and cause problems.

5. When posting on social media sites like Facebook or Twitter, what are some things to keep in mind? _____

Be thoughtful about what you write and post.

Be pleasant.

Be brief.

Don't brag.

Don't whine.

Don't be snarky.

Be wary of over-sharing personal information such as rashes or photos of your lunch.

6. What is the polite way to handle an invitation to event on Facebook? _____

You need to respond when you are invited to an event. If you can't come or just plain don't want to,

decline as soon as possible. The worst thing you can do is to RSVP "yes" and not show up.

7. If someone posts an unflattering photo or a comment about you on social media, what should you do?

Ask the person to take it down or if it is posted to your page, delete it. You can always remove posts

or photos you are tagged in by removing the tag.

8. What is a good rule of thumb to follow when it comes to posting on Twitter? _____

Ask yourself whether your message will be interesting to your followers. Will it be helpful? If you

don't have anything interesting to say, consider not saying it. Twitter is great for promotion, but don't

overdo it. For every time you promote your own stuff, promote somebody else's twice.
