

**The Rules of Netiquette Talking Points - Netiquette Do's and Don'ts**  
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**DO:** Use spell-check before pushing the send button on an email, tweet or update.

**DON'T:** Correct someone's spelling or punctuation unless asked to do so.

**DO:** Keep you cell phone handy if you are expecting an emergency phone call.

**DON'T:** Place your cell phone on the dinner table or in a meeting unless you're expecting a liver transplant.

**DO:** Ask someone on a date via telephone or in person.

**DON'T:** Ask someone on a date via text or email and expect him or her to say yes.

**DO:** Text someone if you're running late for a date or a meeting.

**DON'T:** Text while on a date or in a meeting. It sends the message that someone else is more important than the person sitting across the table from you.

**5 Rules of Netiquette for Smart Etiquette on the Internet**

**1. No text is worth dying for.** It's critical to point out that some states have made it illegal to use your mobile phone without a headset. If you're texting while driving, you'll get a ticket.

**2. Your mobile phone isn't an accessory.** While on a date or in a business meeting, it's not polite, nor smart to place it on the table. Save your tweets and texts for later.

**3. S.P.A.M. is a four-letter word.** Facebook is a terrific place to expand your social and business network and brag about your accomplishments. Send a private message instead of posting your latest promotion on the walls of your friends, or you may find yourself de-friended in a New York minute.

**4. Be careful before you push the send button.** If your emails are worth forwarding, they are worth sending. It should go without saying that you shouldn't send an email when you are upset, but many do. When in doubt, don't. Send the email to yourself and revisit it the next day.

**5. Use acronyms sparingly.** We all know what RSVP and FAQ stands for, but not everyone knows the meaning of ROTFL (Rolling on the floor laughing) and BTDT (Been there, done that). Avoid using acronyms in business correspondence or with those you don't know. Not everyone's vocabulary fits into 140 characters or less.