

## ☆ NETIQUETTE

- By nature, verbal communication is impermanent. Written communication, on the other hand is always permanent and internet retains everything we write. The online mode of communication adds abstraction between participants because we don't always see the person on the other side of the screen.
- Netiquette that is Net + Etiquette or Internet Etiquette describes the rules of conduct for respectful and appropriate communication on the internet. These are not legally binding rules but recommended rules of etiquette. Netiquette is mostly used for dealing with unknown people on the internet. The rules of netiquette may differ from platform to participants.
- \* Netiquette focuses on the acceptable use of online resources in social environment. The primary reason for the existence of netiquette is to ensure smooth communication and avoid misunderstanding.

Ex:- Cyberbullying, not following the ~~copy~~ Copyright Act, downloading various software, movies, songs from unrecognised sources are all examples of lack of netiquette.

## \* Netiquette Examples

Some examples of netiquette are given below:-

- 1) Specifying <sup>Context</sup> ~~Concept~~ :- Whether you are replying to an e-mail, participating on a discussion forum, or commenting on a social media post, it is good net etiquette to quote from the original message to give context to your reply.
- 2) Read before responding :- Before you hit 'send' button of your email or post, confirm twice that what your message conveys exactly what you intended. The smallest error or the wrong word could change the meaning of your message.
- 3) Don't Plagiarize :- We often see people using information and quotes from unknown sources. ~~The~~ The internet has given us access to all kinds of information that we can share or use. However, we should make sure to ~~to~~ properly attribute to the correct author/authors.
- 4) Never Spam Messages :- We all hate junk messages. The same applies to our ~~friends~~ friends and colleagues. Refraining from sharing irrelevant, unverified content and rumours is the way to go.

- 5) 'SHOUT'  
Don't shout :- An important piece of online etiquette is to avoid writing ~~the~~ whole words or sentences in capital letters. ~~It~~ It is considered ~~rites~~ ~~se~~ rude, seems like yelling at someone.
- 6) Introduce Yourself :- Another piece of internet etiquette that is often overlooked is a failure to identify ourselves as the author of the message. It is polite to add your ~~a~~ signature or name at the end of any email or message.
- 7) Use sarcasm with caution :- Be cautious of making sarcastic comments. Sarcasm can be misunderstood and spoil relationship. It is always safe to be professional and straightforward.
- 8) Respect other's views :- It's good online etiquette to allow people to express their views you can disagree, but respectfully. ~~B~~ People's beliefs, sentiments, ideology, should not be hurt.