

# 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!***