

Writing Netiquette Transcript

Hello and welcome to the Writers Center Workshop on writing netiquette. My name is Lacey and I am a responder here at the Writers Center. During this workshop, we will talk about some guidelines and etiquette of communicating online. Proper etiquette is nothing new for most people, but in a digital age where the un-written online, rules are changing. Proper netiquette may seem a bit confusing. As you might have guessed, netiquette is derived from the word's internet and etiquette. And it is essentially rules and norms for interacting with others on the internet in a considerate, respectful way. I will soon talk about some guidelines to help you make sure your online manners are up to par.

Here are some general Guidelines. Online communication comes with a level of anonymity that does not exist when you are talking to someone face to face. Sometimes this leads people to behave rudely when they disagree with one another because of the distance between screens. Make a point to be kind and respectful in your comments, even if you disagree with someone. Remember, you can disagree respectfully and kindly. At some it is conducting yourself with the same respect, politeness and professionalism that you would exhibit in a real-life traditional classroom.

And another general rule would be to double check. Always try to use proper punctuation, spelling and grammar, trying to decipher a string of misspelled words with some erratic punctuation may frustrate the reader and distract them from the point that you are trying to make. On the other hand, it is important to be reasonable about other's grammar mistakes. Nobody wants to be the grammar police and scolding a classmate because he or she used the wrong your or there or two is not practicing proper netiquette. A passing comment spoken in class can be forgotten a few minutes later, but what you share in an online classroom could be part of a permanent digital record. So, what you say privately can easily become public.

Not only is its good practice to be guarded when it comes to your personal information, you always want to be just as respectful towards others as you would be if you were sitting in the same room together. Kind of a golden rule of thumb to follow is if you are comfortable standing up in front of a traditional classroom face to face and saying your message is most likely OK to share in an online classroom.

We touched on this a little bit, but no one again wants to be the grammar police. If you would like to offer some constructive criticism or feedback, do not forget that you can e-mail peers in your classroom personally and individually by using your canvas inbox.

So those were a general kind of netiquette rules. And we are going to talk now specifically to discussion board netiquettes as we move from traditional to online classrooms. Common discussion board rules are read all peer's posts before submitting. This is so that you add to discussion the discussion and not repeat what someone may have already said. You also want to be mindful of your tone. Remember, all caps are yelling, and that humor is not as easily translated into text. Be credible, if it is a guess, say so. Always cite outside work, just like you would in any academic essay. And if the ideas are from your classmates, shout out to them by name can comment that you are expanding on their idea or their idea sparks something for your idea.

You also want respect, diversity. Recognize that others may have different cultural backgrounds and skill levels when writing. Lastly, we want to touch on e mail, these are general guidelines when

writing an email to your professor or an instructor or an adviser. Things you want to always include are a subject line. Consider this like the title of your email. Some suggestions could be a discussion board questions or missed assignments. Questions about lecture. Open your email at the greeting. So, dear Dr. Jones. Hello, Miss Smith. Again, you want to use correct spelling and punctuation. Remember, all caps are considered yelling or screaming. Write clear into the point. Be friendly. Double check the To area of your email when you reply. If you are intending to reply to all, that is fine. But if you want to reply just to 1, make sure to make that distinction and then include a professional send off. This would be best. Cheers. Thank you. And then include your full name.

So, we have a short activity here. This could be a common email that would be sent revises email given the pointers described above. I will give you just one minute. OK. There are several ways you can revise this email. Here is just one example that you quickly read over this and then I will show you what revisions were made. So, we included a subject that was pertinent to the topic that the email was discussing. We have a greeting. Hello, Instructor Smith or Dr. Jones. We have named the class that we are talking about. We have a clear sentence structure to the best of our ability and may not be perfect, but it's readable. We are the two assignments that we are wanting to turn in and then we have one thoughtful, reflective sentence to kind of explain why there may be missing assignments. But notice, it does not go in to that many details. And then we also have a salutation, a sendoff. Its professionals say thank you. And then you would include your full name.

I hope you enjoyed this workshop on writing netiquette. If you ever want to work on discussion, board, post or professional emails, we would love to see you at the Writers center. And we look forward to working with your writing.