

Review Sheet for Internet Communications Exam

1. Emails

- a. Email etiquette – “Netiquette”- is a way to be respectful in interactions with others.
- b. Check email regularly – as a student check messages once a day.
- c. Delete old/unnecessary emails.
- d. Respond promptly if the email requires a response.
- e. Create a separate folder for important information.
- f. What goes in the subject line?
- g. Proofread your email – use spell check.
- h. Effective emails is brief and on topic.
- i. Know what you are sending – be careful not to hit the “reply all” button instead of the “reply”.
- j. Don’t use inappropriate language or slang in emails - use standard English.
- k. Forwarding jokes is not a good idea – the joke may be funny to you, but not to the person you are sending it to.

2. Message and/or Discussion Boards

- a. Message and/or discussion boards are different than emails.
- b. Message and/or discussion boards have a moderator or an observer. Moderators can participate.
- c. Message and discussion boards can create a sense of community.
- d. Keep your Discussion board posts on topic.
- e. Discussion boards are set up for users who have a common interest in a topic (ex. sports, politics).
- f. Flame War – lengthy exchange of angry and insulting messages on a message board.
- g. Keep your posts friendly, helpful, and positive.
- h. Each new message on the discussion board is called a “thread”.
- i. Don’t post the same response in multiple threads.

3. Internet Advantages and Disadvantages

- a. Computer viruses can be hidden in files and photos. Viruses can be passed from one computer to another. A virus can shut down your entire computer system down.
- b. All information on the internet is not correct.
- c. People can break into or hack into your computer and retrieve personal information.
- d. Protect yourself by not giving personal or financial information, going to unfamiliar or inappropriate sites, or opening unfamiliar email.

4. Audience and Purpose

- a. English language has changed as a result of email, instant messaging, and text messaging.
- b. Consider who you are writing to – your teacher or friend – audience and purpose will decide the formality of our writing.
- c. Don’t use abbreviations or acronyms – Ex. brb, btw
- d. Standard English is used in your English class.
- e. Slang is informal language.
- f. In formal writing make sure you: spell words correctly, use appropriate punctuation and grammar, use appropriate capitalization.

- g. Use spell check to catch and fix errors.
- h. Spell check can be found in Microsoft Word under the “Tools” or “Review” tab in the tool bar.
- i. Homonyms are words which sound alike but are spelled differently and have different meanings. Ex. days and daze, scent and cent.