

Show Respect Online

Check Before You Send

Be sure to ask yourself the following questions before sending an email:

1. Would I say this message to someone's face?

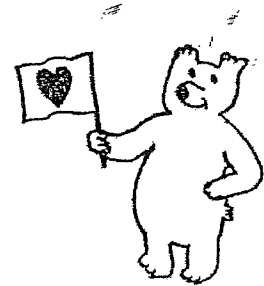
Never send a text, email, comment, or post that you wouldn't say to someone in person.

2. Did I check for spelling mistakes?

Check your spelling to show that you care about your email, and that you are not in a rush.

3. Did I use capital letters correctly?

Be careful when using UPPERCASE letters. It's like SHOUTING.



Directions

Help Max edit his message. Use the questions above to help you. Then add one sentence.

TO: joe@mainstreet.com
FROM: max@myschool.edu
SUBJECT: my birthday

Dear Uncle Joe,

HOW ARE YOU? why don't u rite to me?

Send me a video game for my birthday.

From,
Guess Who