

Digital Communication Etiquette

Name: _____ Date: _____

LEARNING OBJECTIVE

Student will be able to identify examples of poor digital etiquette and rewrite messages to be clearer, kinder, and more appropriate.

MATERIALS NEEDED

- Paper
- pencil
- index cards

HANDS-ON ACTIVITY

1. Write 4 example messages that demonstrate poor digital etiquette (e.g., ALL CAPS yelling, rude sarcasm that could be misread, oversharing personal info, or a message with no context that could confuse the reader).
2. For each message, identify and label specifically what makes it a poor example (tone, clarity, appropriateness, etc.).
3. Rewrite all 4 messages on index cards to be clearer, kinder, and more appropriate while still communicating the same basic information.
4. With a family member, do a quick role-play: they read your ORIGINAL poor-etiquette message aloud as if receiving it, then read your REWRITTEN version, and describe how differently each one feels to receive.
5. Create a short 'Digital Etiquette Rules' list (at least 4 rules) based on what you learned from this exercise.

QUESTIONS

1. **Choose one of your original poor-etiquette messages and its rewrite. What specifically did you change?**
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2. **According to your family member's reaction, how did the rewritten message feel different from the original?**
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3. Why can tone be especially hard to communicate correctly in text messages compared to talking in person?

4. List your 4 'Digital Etiquette Rules' from this activity.
