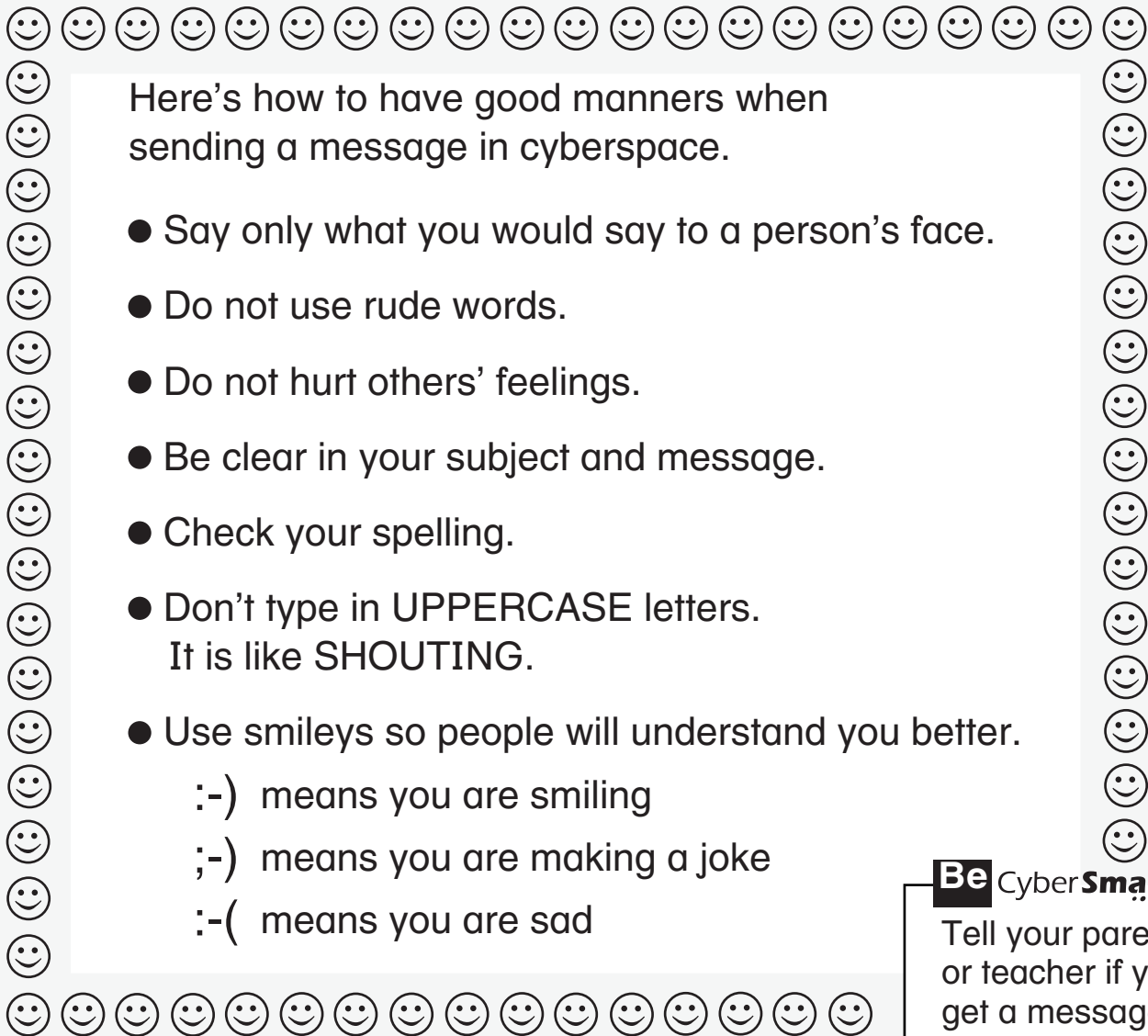


Name \_\_\_\_\_ Date \_\_\_\_\_

# Good Manners Everywhere

You know how to have good manners in school. You know how to have good manners when you talk on the telephone. Good manners make people feel good—especially in cyberspace.



Here's how to have good manners when sending a message in cyberspace.

- Say only what you would say to a person's face.
- Do not use rude words.
- Do not hurt others' feelings.
- Be clear in your subject and message.
- Check your spelling.
- Don't type in UPPERCASE letters.  
It is like SHOUTING.
- Use smileys so people will understand you better.
  - :-) means you are smiling
  - ;-) means you are making a joke
  - :-( means you are sad

**Be** CyberSmart!<sup>®</sup>

Tell your parent or teacher if you get a message that upsets you.

Name \_\_\_\_\_ Date \_\_\_\_\_

Edit this message. Change it to a good manners message.  
Then add one sentence.

**To:** joe@mainstreet.com

**Subject:** Guess Who!

**Message:**

Dear Uncle Joe,

WHY DON'T YOU RITE TO ME ANYMORE?

Send me a video game for my birthdae.

From,  
Guess Who

**Be** Cyber**Smart!**<sup>®</sup>

Not everyone knows how to have good manners in cyberspace. When you use the rules, you help others learn them.