

## Group Work

**Discuss the topic:**

“Instant messenger and online chatting have become a norm for many people. Chatting online may be fun and fast, but certain ethics and etiquettes must be followed so as not to offend anyone, whether intentionally or unintentionally.”

**Instructions:**

→ After your discussion, complete the task below. Tick (✓) the statements that you think are good etiquette and give a reason for your choice.

1. Use as many exclamation marks as possible.	
2. Use fewer exclamation marks.	
3. Type your sentences in capital letters.	
4. Do not type in capital letters except for the first letter of a sentence.	
5. Use emojis freely.	
6. Control your use of emojis. Use it only to convey emotions.	
7. Use as many abbreviations as you wish.	
8. Use abbreviations sparingly and for a purpose.	

Reasons:

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