

TIPS & TRICKS

DADE COUNTY TECHNOLOGY

Week of May 19, 2014

Email Etiquette

Here are some thoughts about sending email as a teacher...

- Be professional. Use language that sends a professional image to your readers.
 - Be confidential. Remember that some information can be delicate or personal. Treat it as such.
 - Be efficient. Be simple, direct, and to the point.
 - Check spelling, punctuation, grammar, etc... Don't be sloppy.
 - Remember, TYPING IN ALL CAPITAL LETTERS is considered shouting online.
 - Remember, email is not private and even though you delete your email, it is most likely archived. (NOTE: dadeccs.org email is archived by Postini).
 - Remember, your tone is hard to read in an email. A major portion of communication is nonverbal. This cannot be picked up on in an email.
 - Don't forward junk mail. You can check out those crazy emails at sites like Snopes (<http://www.snopes.com>). Most of them will turn out to be legends or hoaxes.
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Please send any questions or comments about this installment of Tips & Tricks to technology@dadeccs.org.