

## Online communication/chatting etiquettes

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As a human being, communication is the basic form of talking to each other and passing on a message. Earlier, the forms of communication were extremely rustic and raw, which made it difficult to speak to each other when long distance conversations were involved. Thanks to technology, that is not the case today. The present generation is blessed with not one, but a variety of communication techniques to choose from, on the basis of their convenience. Some of the forms include emails, instant chats, instant messaging, cell phone text messages, and many more.



Nonetheless, it is important for one to understand that every form of communication requires a set of online communication etiquettes to be followed. Therefore, here is an article that will give you a nudge in the right direction as to how you could improve your [English communication skills](#), as well as follow the preset etiquette while conversing online.

### Online Communication Etiquette:



**Email etiquette-** Emails have become one of the most common and biggest forms of communication, especially in the professional sphere. Therefore, it is vital to learn and acquire the etiquette that needs to be followed around it. Here are some tips:

1. Never type any message in capital or CAPSLOCK, no matter how urgent, important or critical the situation is.
2. If you wish to lay emphasis on something in particular, consider using asterisks or a bold format to draw the attention of the recipient.
3. The subject line should have a gist of the message in the email. Don't go flashy and consider keeping it just to the point.
4. Proof reading the typed message before hitting the send button is imperative. Ensure that you make use of [fluent English](#) and refrain from making any grammatical errors.
5. Use the blind copy, more often known as BCC option, when sending one mail to numerous recipients.



**Social Media Etiquette-** The one thing that caught massive impetus over the past years is social media. It is being used by almost every single individual who knows about it. Besides, it offers loads of options to choose from- Facebook, Twitter, LinkedIn, Pinterest, Stumbleupon, and many more. Here are some tips you could find handy:

1. Be varying of what you post, since all who follow you can read it.
2. Always remember that you do not have to follow everyone that follows you.
3. Make earnest attempts to reply to all those who post or comment on your page or profile.
4. Avoid getting nasty on any platform; take your issues offline on cell phone messaging or instant texting instead.
5. Make use of your [spoken English](#) communication skills effectively.

The above-mentioned are a few useful tips that you could use when conversing online. Try to use simple English as far as possible. In addition, be very cautious when it comes to confidential information, as sometimes, a small slip here and there could cost you a fortune.

So, go ahead! Keep it simple and enjoy conversing.

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**- By Shailja Varma**

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