



UNIVERSITY of GUYANA

NETIQUETTE RULES

Synchronous and Asynchronous Communications

01

Do not use caps because it is like shouting at someone.

02

Discern when you should use humour/sarcasm.

03

Do not overuse the chat feature. Use it only when necessary (synchronously).

04

Always try to use proper grammar, spelling, punctuation etc.

05

Adhere to the file submission stipulation set by your lecturer.

06

Think before you type. Re-read what you have written before you click submit.

07

Set a professional, respectful, and kind tone.

08

Avoid slang and abbreviations.

09

Limit the use of emoticons since they could be misinterpreted.

10

Be careful sharing personal information online.