

Social Media

Text vs Email...Does it Really Matter?

FACTS: Though many teens and young adults consider email an “adult” way to communicate and would rather communicate in real-time with texting or other forms of social media, when it comes time to apply to college or for a job, email skills will most likely be necessary. Therefore, an understanding of “email etiquette” is worthy of discussion.

Etiquette is the customary code of polite behavior in society or among members of a particular profession or group. Some examples include table etiquette (napkin on your lap, do not talk with food in your mouth, etc.) and social etiquette (saying please and thank you, and excuse me when you interrupt, etc.).

Translate the Text

I dun knO Y adults R makin such a big deal out of d amount of tym tEnz spNd txtN! It's a gr8 way 2 kEp n tuch w yor fRnds & knO wot ppl R doin & whr dey R.

dEr Employer, I wud llk 2 apply 4 d dA tym customer srvc positN I saw advRtized on FB. I hav atachd my resume & hOp U wiL agrE dat my skiLz & intRStz R diRctIE relAtd 2 d positN U hav avail. I wud aPrec8 d opRtunET 2 MEt w U n prsn 2 discuS Y I wud mAk an XLNT employE 4 yor co. ty

Soft Skills @ Work

