

Netiquette Letter

Key the following letter from Roger Meyer, Marketing Department, to the members of the Humbolt High School Chapter of Business Professionals of America. The school address is 2468 Tenth Avenue, Humbolt, KS 56789. The subject is *Netiquette*.

Here are a few pointers to help you as you dwell in cyberspace.

Avoid writing e-mail messages using all caps—IT LOOKS LIKE YOU'RE SHOUTING!

To add humor and personality to your messages, use smileys, also known as emoticons, expressions you create from the characters on your keyboard.

A few popular ones include:

1. :-) Happy
2. :-(Sad
3. :-@ Screaming
4. :-< Mad
5. ;-) Winking

If you desire further information, let me know.