

## THEME 8 DIGITAL ERA WRITING SKILL (SPICE UP)

### **1. Write a paragraph about the importance of netiquette using the outline and the title given.**

#### NETIQUETTE, A MUST FOR ALL

**Opening** It is important to follow netiquette.

**Question** Why do people use netiquette?

**Reason 1** It makes online communication more efficient and clear.

**Reason 2** It helps online conversations go on in a peaceful and polite manner.

**Reason 3** It helps build self-control on social media platforms.

**Conclusion** Using netiquette is a must in online conversations if you want to express yourself clearly and politely.

### **2. Write a cause and effect paragraph about the importance of netiquette.**

Topic sentence: \_\_\_\_\_

First cause/effect : \_\_\_\_\_

Second cause/effect: \_\_\_\_\_

Concluding sentence: \_\_\_\_\_

e.g. In the professional world and throughout our education, it is very important to follow the e-mail netiquette rules.

First of all, if we want people to take us seriously, we should show that in our e-mails by being polite, professional, and by following punctuation and grammar rules. If we don't do that, people might think we are disrespectful and not serious. As a result, our correspondence cannot be beneficial for us.

Second, when we follow the e-mail netiquette rules, such as using a formal language, we express our ideas and / or requests clearly. This prevents misunderstandings between us and the people we are writing to.

In conclusion, following the e-mail netiquette rules is vital to earning a good reputation and explaining ourselves clearly.

### **3. Have you ever experienced a problem because of bad netiquette? Write about the problem and its effects using so and because.**