Good Manners Everywhere

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Overview

Students discuss good manners in the real world and learn some do's and don'ts when using E-mail in cyberspace.

Objectives

- Give examples of good manners in social situations
- Apply "netiquette" rules to edit an E-mail message

ISTE® National Technology Standards

- Grade 2, Performance Indicator # 6
- Grade 3, Performance Indicator # 3

Site Preview

- No Internet site is used in this lesson.

Online Resources

- Visit sites providing background information on Netiquette.

Materials

- Activity sheets (2)
- Computer access
- Printer access

Introduce

- Ask students to share examples of good manners when talking in school. (speak politely and kindly, use "please" and "thank you," do not shout, do not use slang or rude language, take turns talking, do not hurt others' feelings)
- Have students imagine what school would be like if they did not follow these rules for good manners, and how people might feel upset and angry.

Teach 1

- Distribute Activity Sheet 1.
- Have students give examples of each rule on the sheet.

Teach 2

- Distribute Activity Sheet 2. HINT: To avoid confusion, CyberSmart! recommends that students follow conventional rules for letter writing.
- Have students complete the editing exercise. (Edits should include: Change the "Subject" so that Uncle Joe will know the message is from his nephew and not a stranger; change uppercase sentence to standard upper- and lowercase; correct spelling of "rite" and "birthdae"; rewrite last sentence to make it more polite; change ending "Guess Who" to a real name.)
- Encourage students to add a sentence to the message that will make it more polite and to use smileys to clarify meaning.

Teach 3

- Allow students to use computers to type and print an offline E-mail message to a classmate. Encourage them to use smileys to make their message clearer.

Close

- **Ask:** *What are some ways you use good manners in school?*
- **Ask:** *What are some ways to use good manners when sending a message in cyberspace?* (Write only what you would say to someone face-to-face; do not use rude words; do not hurt others' feelings; stay calm when you get a rude message; be clear in your subject and message; check your spelling; don't type in upper case letters; use smileys so people will understand you better.)

Extend

The following activity can be added for students who completed this lesson in a previous grade.

- Have students compose and send E-mail messages to demonstrate their understanding of the rules taught in this lesson.

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