

DO'S AND DON'TS OF CELL PHONE ETIQUETTE

Read the following text and decide the order in which these rules are explained. The first one has already been done for you.

- Do not talk about personal details in public.
- Don't multi-task.
- Don't put your phone on speaker.
- Don't talk too loudly.
- Don't use your phone when having a meal with someone.
- Know where not to use your phone.
- Learn to text.
- 1 Stay away from others while talking on the phone.
- Try not to talk on the phone in any enclosed spaces.
- Turn off your phone at the movie theatre.

There is an etiquette even for your cellphone usage and here some tips to make sure you are not offending anyone when interacting with your smartphone.

The first principle is to turn your phone off at any time that you are asked to and anywhere people are likely to be disturbed.

1. Most people do not want to hear what you're talking about.
2. The people near you are forced to listen (and maybe be annoyed).
3. Shouting on the phone disrupts people around you.
4. Just as many people do not want to hear your end of the conversation, they don't want to hear the other person's either.
5. If callers want to talk about personal details, tell them that you will call them back later, move someplace where you can have a little privacy.
6. Avoid making calls while driving, shopping, banking, waiting in line, or doing almost anything that involves interacting with other human beings
7. Some places are inappropriate for cell phone usage, so avoid talking on your cell phone or having it ring while in places like: school, hospitals, waiting rooms, places of worship, trains, taxicabs, elevators, restaurants, cinemas, theatres, libraries, auditoriums, museums, meetings, conferences, lectures. If you cannot switch off your phone, use the vibrate feature instead of an audible text alert
8. Don't hold a conversation at the table and never text at the table.
9. Even if your phone is on vibrate, people can hear it the light from your phone's screen is also very distracting.
10. Don't text while you walk or drive nor while doing anything that requires you to be attentive. Don't text while at a meeting or conference.