















Telephone and Cell Phone Etiquette





Follow these simple guidelines to show manners while using telephones and cell phones.

-  When making a call, identify yourself as soon as someone answers the phone.
-  Speak clearly.
-  When you dial a wrong number, don't just hang up. Have the courtesy to say you have the wrong number.
-  Don't eat while on the phone, or make other noises.
-  Hang up the other line when the phone is not for you.
-  When leaving a message on an answering machine, speak loud and clear, and give your name, phone number, date, and time of call.
-  Don't use the phone in the bathroom. No one needs to "hear" you doing your business.
-  Don't phone before 8AM or after 9PM unless it is an emergency.

CELL PHONES

-  When with others in a social setting, refrain from using your cell phone at all. It implies you would rather be somewhere else, with someone else, and that who you are with is less important.
-  When talking in public, keep your voice down.
-  Turn off your phone during movies and other important events.
-  Don't text messages while talking to other people.
-  Don't talk on the phone at check-out counters.
-  Don't talk on the cell phone or text message while driving.

Think about what you would do in these situations:

-  There's an emergency at home and you need to call for help.
-  Someone from your dad's workplace wants to leave a message with you.
-  Your grandma calls you to chat but you need to use the bathroom.
-  You forget to turn off your cell phone and it rings in the middle of a movie.