

The Do's And Don'ts Of Texting

(NAPSA)—According to a study by Nielsen Mobile, people with cell phones are texting more than they are making phone calls. As texting continues to grow in popularity, so do the number of text etiquette offenses. Etiquette expert Anna Post, great-great-granddaughter of Emily Post, offers the following advice on proper “textiquette.”

The Do's

- Put your phone on vibrate or silent mode when you are texting back and forth with someone. Everyone doesn't need to hear your favorite ringtone every time you get a text.

- Check the recipient's number one last time BEFORE you hit “send.” A slip of the finger could easily send your boss an intimate text that was intended for your significant other.

- Take precautions to protect private or personal text messages since you never know who might be snooping. While 79 percent of Americans lower their voice when they talk on their cell phone in public, just two in five people shield their cell phone or PDA when reading or sending e-mails or texts in public places. Consider using a 3M Mobile Privacy Film that protects your screen and darkens side views so no one can see what you are texting.

The Don'ts

- Beware of texting when out with friends. It is disrespectful and gives the impression that you aren't paying attention to the conversation. If you're expecting an important text, let the people you're with know in advance, just as you would for a pressing call.

- Don't use texting to avoid talking to someone on the phone



Put your phone on vibrate or silent mode when you are texting back and forth with someone. Everyone doesn't need to hear your favorite ringtone every time you get a text.

or seeing someone in person. This is especially important if the communication starts to get negative since nuances are often lost in translation.

- Don't get into the habit of marathon text conversations. If you need to use more than 160 characters or go back and forth more than two or three times, just send an e-mail or pick up the phone—your cell phone bill and the person you're talking with will thank you for it.

- Avoid using text-message speak, abbreviations or emoticons since not everyone may know what they mean. Especially when texting work colleagues, use correct capitalization (ALL CAPS equals yelling), punctuation, salutations and closings, and proofread for both spelling and grammar.

For more information about protecting your privacy when online or on the phone, visit www.3Mprivacyfilter.com.