



## SMS ETIQUETTE

Whether you are utilising the SMS facility on your phone to cancel an appointment or send an informal message, texting has become a very popular way of communicating with others without having to physically use the telephone. It is also a much more economical way of keeping in touch with others.

**There are various functions which enable you to use this facility in a basic manner:**

Predictive texting or predictive messaging is a facility available on many cellphones that allows the phone to pre-empt the word that you are trying to type. Predictive texting saves you having to press the phone keys several times to obtain the letter and words that you want. Your cellphone will predict the word that you are trying to type.

When you have a message to share or you want to arrange a meeting, sending text messages can be a slow process. You can therefore use the group text or group messaging facility which allows you to send the message to up to 50 phones at the same time.

SMSing is also a fast and economical way of keeping in touch with your family and friends abroad. Check your cellphone manual to find out how to use predictive testing and group messaging, and how to phone abroad.

As with telephone conversation there are certain basics you should bear in mind when sending an SMS to another person. Follow these simple guidelines to avoid SMS abuse and ensure that you do not annoy those around you:

- SMS in private if possible. Composing a SMS while you are in the process of conversing with someone is rude.
- SMS is informal. It should not be used for formal invitations neither should it be used to send serious comments.
- Before you text someone, ensure that you are familiar with SMS and that their cellphone accepts SMS messaging from yours.
- Don't ever SMS while driving.
- Use the SMS slang when texting close friends, but do not use this lingo when SMSing your boss, rather use a more formal tone.
- Be aware of other people's schedules. Don't assume that the person you are texting is in a position to receive or respond to your message.

**For more information of SMS please click on one of the following links:**

[www.vodacom.co.za](http://www.vodacom.co.za)

[www.mtn.co.za](http://www.mtn.co.za)

[www.cellc.co.za](http://www.cellc.co.za)