Activity Title: Reflecting on Digital Communication (Netiquette) Scenarios

Objective:

To help participants understand the importance of digital communication etiquette (Netiquette) by analyzing real examples of misuse and discussing ways to improve them to foster effective digital communication.

Duration:

15–20 minutes

Instructions:

1️⃣ Form Groups:
📌 Divide participants into small groups of 3–5 people.

2️⃣ Present Scenarios:
📌 Provide three different scenarios illustrating poor digital communication etiquette (examples below).
📌 Each group selects one scenario and discusses the consequences of the misuse in that situation.

3️⃣ Discussion Points:
✅ What are the potential consequences of this behavior? (e.g., misunderstandings, damaged relationships, weakened collaboration)
✅ How could the situation be improved by following proper digital communication etiquette?

Example Scenarios:

◆ Scenario 1: Social Media Conflict

📄 Description:

During a discussion on a social media platform, two people engage in a heated debate that escalates into personal insults and accusations.

💡 Discussion Points:

- How do personal attacks affect the quality of the discussion?
- How can participants maintain a respectful dialogue even when opinions differ?

◆ Scenario 2: Aggressive Group Email

📄 Description:

Someone sends a group email expressing frustration with a colleague's work using ALL CAPS and an aggressive tone.

💡 Discussion Points:

- What impact does writing in all caps have in an email?
- How could the message be rewritten to be more professional and respectful while still conveying the concern effectively?

◆ Scenario 3: Failing to Cite Sources

📄 Description:

A user in an online forum shares valuable information without mentioning the source or crediting the original author.

💡 Discussion Points:

- Why is acknowledging others' work important in digital environments?
- What consequences might arise from plagiarism or failing to cite sources?
- How can content credibility be improved by providing proper references?

Closing Discussion:

📣 After discussions, each group presents a 2–3 minute summary of their findings, including:
✅ The impact of poor digital etiquette on communication quality
✅ Suggestions for improving these situations by following proper Netiquette rules

📌 **Facilitator Role:**

- Summarize key lessons learned
- Explain how adhering to digital communication etiquette contributes to a more professional and effective online environment

Expected Outcomes:

✅ Recognize the effects of poor digital etiquette on relationships, collaboration, and professionalism
✅ Understand the importance of respectful, clear, and professional communication in digital settings
✅ Develop strategies to improve online communication based on real-life scenarios

🚀 An interactive activity that enhances critical thinking and helps build effective digital communication skills! 🚀