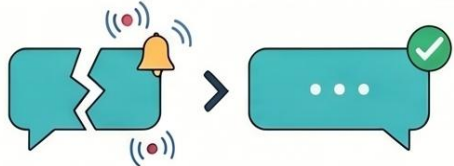


Digital Decorum: 13 Essential Rules for Professional Calling and Texting

For beginners: A clear guide on professional etiquette for digital communication to maintain respect and efficiency.

Messaging Style & Clarity



Avoid "Broken" or Fragmented Messages

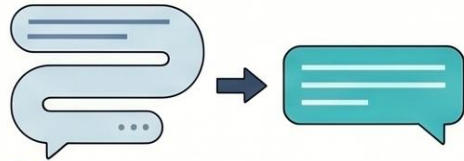
Send your complete thought in one message rather than multiple short bursts to prevent unnecessary notification pings for the recipient.



Normal sentence case

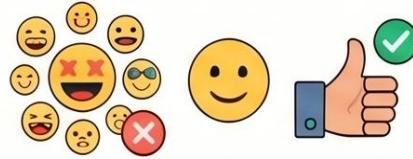
Use Standard Case (Avoid All Caps)

Do not use all CAPITAL LETTERS, as this is often interpreted as shouting and is considered unprofessional.



Keep Messages Concise

Avoid typing excessively long messages; professional texting should be brief and to the point for quick reading.



Limit Emojis in Professional Chats

Use emojis sparingly; only a few are considered appropriate for a professional setting to ensure the tone remains serious and respectful.

Group & Interaction Etiquette



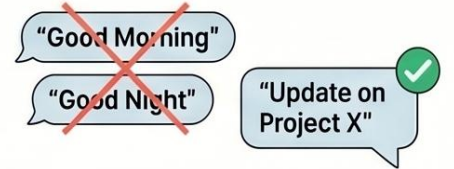
Keep Office Groups Focused on Work

Do not share jokes, unrelated images, or videos in office chat groups to keep the conversation relevant and productive.



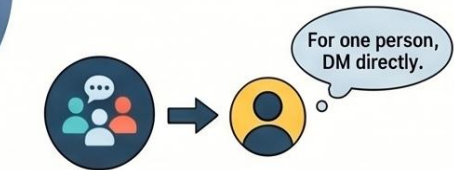
Protect Personal Information

Refrain from sharing sensitive or private personal information through text messages.



Send Meaningful Messages Only

Avoid sending standalone "Good Morning" or "Good Night" messages if you do not have a specific work-related update or task to discuss.



Direct Message for Specific Topics

If a message is intended for one person and isn't important to the rest of the group, contact that individual directly to avoid cluttering group chats.

Timing, Calls, and Respecting Boundaries



Ask Before Calling or Video Chatting

Unless it is a true emergency, always ask for permission via text before starting a voice or video call.



Respect Off-Clock Hours

Do not send work-related messages after office hours, while a colleague is on leave, or during public holidays.



Practice Patience with Responses

If a person does not respond immediately, wait patiently for a reply instead of calling or messaging repeatedly.

Professional Identity



Maintain a Professional Profile

Use a professional name and a formal display picture (profile picture) to represent yourself accurately in digital spaces.

Use a Respectful Tone Always

Regardless of the platform, maintain a polite and professional tone in every interaction.



Professionalism starts with a respectful tone.