

Making sure the chat runs smoothly

Some rules that facilitate interaction in a chat session are the following:

- When you enter the chat session, greet everyone and announce yourself
- If you are a latecomer to the session, you should scan the previous posts to get oriented before submitting a post.
- If you do not wish to contribute to the discussion, you should still make your presence known by announcing that you are lurking. This is considered polite, especially if you join in the discussion later.
- Wait for others to respond to your initial post before joining the discussion.
- Address individual people you are responding to by name so they know you are talking to them. This reduces confusion as more and more threads operate.
- Do not post more than three sentences at a time.
- Allow a few moments for others to read and respond to your message before posting again. This turn taking strategy will allow the dialog to flow between you and the others and avoid crossed messages.
- Break lengthy messages into short segments, each ending with "More..." then continue the message in the next post.
- Be as clear and concise as possible - if you think you have been misinterpreted, reword your message and post it again.
- Ask for clarification if you do not understand something posted by someone else.
- Capitalize words only to highlight an important point, otherwise it is considered SHOUTING and is rude.
- When you are ready to leave the chat session, announce that you are leaving but stay long enough to respond to final messages directed to you.
- Say good bye when you are ready to log off. Your last message should end with an indicator such as "LP" (last post).