



cell phone etiquette

Your cell phone as a part of you

It is possible your cell phone has become a part of you. You never leave home without it. You carry it with you wherever you go. It is never off- your friends, family, and coworkers know this. They are aware they can get in touch with you whenever they please. Because they know of your attachment to your cellular phone, they expect you to always be available to answer their calls.

Whether you relate to this scenario or not, you more than likely do own a cell phone or at least have considered purchasing one. If so here are some rules you should consider before you make your next cellular phone call.

Cellular Tip #1 Cell phone conversations are private

Whether you are riding a bus, eating at a restaurant, in an elevator or are in any other situation in which those around you cannot escape the noise of your conversation, you should have the courtesy to spare them from your dialogue. Try to maintain a comfortable distance from others while talking. They should have the option to not have to listen.

Also, keep these conversations short and to the point. No need to tell all those around you of the intimate details of your weekend plans.

Cellular Tip #2 Annoying rings are not cute

If you need an original ring to separate your call from another's, please choose wisely. Cell phone tones seem to be going off every second. Try not to add to the irritation by selecting an annoying ring as well.

While selecting ring tones, do keep in mind you can choose distinctive tones for different people. This means those in your family can be assigned a ring that is unique from your co-workers.

Cellular Tip #3 Cell phone and public performances are incompatible

Turn cell phones off at public performances. They are a distraction and are unwanted. Many establishments now have accepted policies limiting cell phone usage.

If in doubt as to whether to leave your phone on or not, then mute your phone. Another great solution is to turn your phone on vibrate. This way if you are worried about missing an important call, you can check your phone if someone calls, step out of the room, and avoid creating a distraction. Be sure to place your phone in an easily accessible location so if it does go off, you can quickly grab it.

Cellular Tip #4 Dialing while driving is dangerous

Never dial while driving. It can be dangerous enough paying attention to the road and those around you when driving. There is no need to add another distraction.

This rule also applies to text messaging while driving.

Cellular Tip #5 Earpieces

Ear pieces are a distraction. If you are not on the phone, do not wear an ear piece. Those around you do not know if you are listening to them or someone else. Worse are the ear pieces that flash. They draw attention to your ear and away from what you are saying.

Do wear earpieces when you are on the phone in high traffic or noisy situations. You can hear better and you will be less distracted.

Cellular Tip #6 No need to shout

Control the volume of your voice while speaking to someone on your cell phone. Your voice should not be any louder than it would if you were speaking on a regular phone. Cell phones have sensitive microphones. There is no need to yell.

Cellular Tip #7 Cell phone dependency

It is ok to turn your phone off, or at least place it on silent. Have a real conversation with a friend over coffee, play a game with your family, read a book, go for a walk. If someone does call and it is important, they will leave a message. You can call them back. Keep in mind, the more available you allow yourself to be, the more available others will expect you to be.

Cellular Tip #8 Be aware of your surroundings

Be aware of your surroundings when making personal phone calls. They are especially inappropriate at business meetings or in interviews. Never have an emotional conversation in public - ever.

Cellular Tip #9 Camera phones

If your phone doubles as a camera, it is polite to ask someone's permission to take their picture before shooting it.

Cellular Tip #10 Disclose you're on your cell phone

Do tell callers when you are on a cell phone so they can anticipate distractions or disconnections.

<http://www.infoworld.com/articles/op/xml/00/05/26/000526opwireless.html>

http://www.microsoft.com/smallbusiness/resources/technology/communications/cell_phone_etiquette_10_dos_and_donts.msp

<http://wsf0.letstalk.com/promo/unclecell/unclecell2.htm>

www.roadandtravel.com/yougogirl/cellphone2.htm