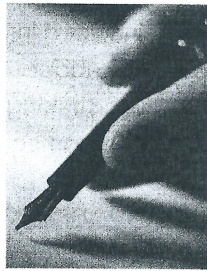


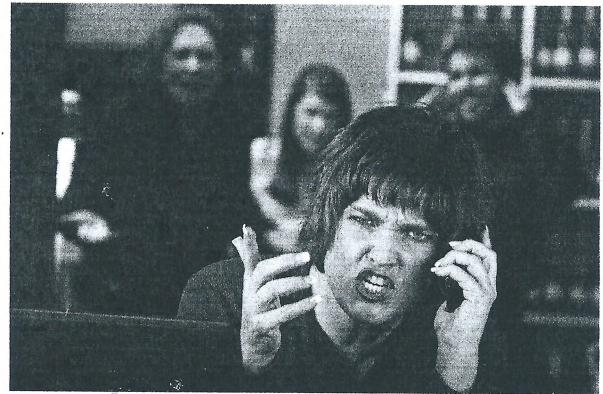
Cell Phone Etiquette



Dear *Sunday Globe*,

I am writing to you about your article in last Sunday's newspaper, "Cell Phones Make Life Easier." You did an excellent job explaining the good points of cell phones: they're **convenient**, we feel safer always being able to call someone, and they are very helpful in business. On the other hand, you didn't talk about their bad points at all. I hope you'll let me give your readers some advice on cell phone etiquette.

The first point I'd like to **address** is when not to use your phone. It's polite to switch off your phone or turn off the sound when you're in class or in a meeting. If you get an important call, you should ask for permission to leave the room and then don't talk for too long. Furthermore, for conversations that need more time, it is best to ask the person to call back at a more convenient time.



Cell phones can also cause you to neglect¹ the people you are with. I find it really **annoying** when my friends **constantly** check their messages on their phone. In fact, I want to tell them to turn off the cell phone and enjoy my company!

Another point that needs to be made has to do with personal space. I think it is very **impolite** to make calls in small spaces or crowded rooms. This makes others uncomfortable and forces them to listen to your personal conversations. Additionally, it disturbs other face-to-face conversations; that's why I never use my cell phone within a few meters of other people except in **emergencies**.

Lastly, I would like readers to **pay attention** to the dangers of using your phone while doing something else. For instance, driving and texting is a bad **combination**. Likewise, using your phone or texting when walking can make you careless. You don't want to get hit by a car. Pay attention to where you're going!

Sincerely,
Amber Jala

¹ When you **neglect** someone or something, you don't notice or take care of them.