

# Tips for Youth

## Effective Cell Phone Communication



Cell phone use has become an important part of everyday life in today's world. We use cell phones to stay in touch with family and friends, and to stay in contact with others. Making the most of your cell phone without using it in a rude or disrespectful way can really help you communicate well.



### Tip #1: Only use your cell phone when it is appropriate to do so.

Below are some places or situations where cell phone use may not be appropriate:

- In a library, theater, or church
- During a wedding, funeral, meal with others, or face-to-face conversation
- In meetings at work
- During a job interview
- While driving
- While checking out and paying in a store

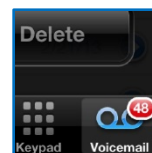
When you are in places such as those listed above, put your phone on silent or vibrate and tuck it out of sight. Let calls go to voice mail and return calls later.



### Tip #2: Use your cell phone in a respectful manner.

If you must use your phone around others, follow this advice:

- Avoid talking about personal or confidential topics in public places
- Watch your language and don't use curse words
- Avoid using a loud tone of voice when talking
- Keep a reasonable distance (about 10 feet) from others when talking on the phone in public
- Avoid arguing on the phone with others in public places
- Be aware of your ringtone – the content and loudness of the ringtone can send a wrong message to others about you



### Tip #3: Voice mail is a helpful tool when you cannot answer your phone.

Be sure to set up your phone's voice mailbox and check it often. Be sure to delete out old messages unless you need to save them for an important reason. Be sure to let callers know that it is your voice mailbox by at least stating your name. It can be frustrating for a caller if your voice mailbox gives either a not set up or full message when they try to leave a message.

The contents of this tip sheet were developed under grant number H235F00011 from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.

Independent Futures that Work is a project of the Alabama Parent Education Center



PO Box 118 \* Wetumpka AL, 36092 \* 334-567-2252 \* 866-532-7660 \* <https://independentfuturesthatwork.com>