



Name \_\_\_\_\_

## Chat Harmony

**Directions:** Read the passage below about group chat etiquette. Then, answer the comprehension questions that follow.

### Healthy Group Chat Habits

Group chats make it easy to stay connected with friends, classmates, and teammates. But just like real-life conversations, how you communicate matters. In a group chat, being respectful helps everyone feel comfortable. Good manners online make a big difference in keeping the group positive.

A healthy group chat has balance. Everyone should have a chance to talk and be heard. Avoid spamming messages, arguing, or making jokes that could hurt someone's feelings. If a disagreement happens, move it to a private message instead of turning it into a public argument. Keeping the chat kind and calm builds trust among members.

Privacy is also important. Always ask before adding someone new to the group or sharing personal details about others. If someone leaves the chat, don't gossip about it afterward. Respecting boundaries helps the group stay friendly and safe.

Finally, remember that tone matters, even in texting. Messages that seem short or sarcastic can sound rude, even if you don't mean them that way. Adding a friendly greeting, using polite words, or explaining your message clearly can help prevent confusion. A good rule to follow is: type as you'd talk to a person face-to-face-with kindness and respect.

### Comprehension Questions

1. What is the main idea of the passage?
2. Why is balance important in a group chat?
3. What should you do if a disagreement starts in a group chat?
4. How can you show respect for privacy in a group chat?
5. What is one way to make your tone sound polite in a message?