

- Listen to other people when they are talking to you
- Keep eye contact while you are talking to someone
- Leave your ego behind
- Try to include everyone
- Think before you speak
- Let others finish their sentence before you express your opinion
- Check facts before accepting and sharing them
- Think about people's feelings while you are talking
- Be respectful of other people's ideas, especially if they are different from yours
- Address people in a calm, kind way
- Choose your words carefully, so avoid verbal abuse
- Interact online in the same respectful way as when you interact in person

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