

# Social Media Casual

1. Adjective
2. Proper Noun
3. Verb Base Form
4. Verb Base Form
5. Adverb
6. Proper Noun
7. Noun
8. Verb Base Form
9. Adjective
10. Verb Base Form
11. Noun
12. Noun
13. Proper Noun
14. Verb Base Form
15. Adjective
16. Verb Present Ends In Ing
17. Verb Base Form
18. Adjective
19. Adjective
20. Noun
21. Proper Noun
22. Noun
23. Noun

24. Adjective
25. Verb Base Form
26. Noun
27. Proper Noun
28. Proper Noun
29. Verb Base Form
30. Adjective
31. Verb Base Form
32. Verb Base Form
33. Noun

# Social Media Casual

Blogs, Facebook, Twitter, Pinterest, Instagram and other social media sites are a \_\_\_\_\_ Adjective way to share your employment with \_\_\_\_\_ Proper Noun and to help us \_\_\_\_\_ Verb Base Form our events and \_\_\_\_\_ Verb \_\_\_\_\_ Base Form clientele to come in.

As we work \_\_\_\_\_ Adverb at \_\_\_\_\_ Proper Noun to build our \_\_\_\_\_ Noun, here are a few tips to keep in mind while we \_\_\_\_\_ Verb Base Form the ins and outs of the online world:

You're amongst friends--sometimes. As much as your blog, Twitter stream, Facebook page, etc... might feel like your cozy home on the Internet where friends stop by to catch up, it's really a \_\_\_\_\_ Adjective. People can land on your page from a Google search and read just one post completely out of any other context. And that content? It lives on forever in Google, long after you've forgotten about it. So, \_\_\_\_\_ Verb Base Form of your web space less like a \_\_\_\_\_ Noun and more like your \_\_\_\_\_ Noun.

Spread news, don't break it. It's great (and helpful!) when we can use our personal web spaces to share the great things we are doing at \_\_\_\_\_ Proper Noun. However, make sure what you \_\_\_\_\_ Verb Base Form about is ready for \_\_\_\_\_ Adjective consumption. If we've talked about it in a public forum or have started \_\_\_\_\_ Verb Present \_\_\_\_\_ ends in ING it, then you are good to go. When in doubt- \_\_\_\_\_ Verb Base Form!

Be smart. From a \_\_\_\_\_ Adjective perspective, you're \_\_\_\_\_ Adjective for what's on your personal \_\_\_\_\_ Noun, so make sure you follow copyright rules and any other relevant laws. When it comes to \_\_\_\_\_ Proper Noun content, a good rule of thumb is "point, don't post," meaning that it's better to link to the \_\_\_\_\_ Noun on our established communication channels rather than posting it on your own personal blog or site.

Disclaimers or not, you represent. If you're \_\_\_\_\_<sup>Noun</sup> something that might be \_\_\_\_\_<sup>Adjective</sup> with the mission of our business, including a disclaimer is advisable -- e.g. "these views are mine alone, they do not reflect the views of my employer." But even with that, what you \_\_\_\_\_<sup>Verb Base Form</sup> in your tweets, on your blog, and on your Facebook page (or anywhere else) is just as much of a \_\_\_\_\_<sup>Noun</sup> of \_\_\_\_\_<sup>Proper Noun</sup> as what you do in your personal life (to some extent). Remember to not speak or post on behalf of \_\_\_\_\_<sup>Proper Noun</sup>, and leave that to our marketing team and our company channels, and remember that you need to \_\_\_\_\_<sup>Verb Base Form</sup> with our other company policies when posting.

Being on social media on your cell phone or computer while on company time, including but not limited to Facebook Messenger, Twitter, Instagram, or Pinterest, is also \_\_\_\_\_<sup>Adjective</sup> to being on a personal call while at work. Please do your best to \_\_\_\_\_<sup>Verb Base Form</sup> during your work hours and check these applications during personal time like lunch breaks or at the end of the day.

Violation(s) of the social media policy will be subjective to \_\_\_\_\_<sup>Verb Base Form</sup>, up to and including \_\_\_\_\_<sup>Noun</sup>.