

MAJLIS KHUDDAM-UL-AHMADIYYA USA
ETIQUETTES OF COMMUNICATION

E-Mail:

1. Use Islamic terms like “Assalam-o-Alaikum” and “Jazakallah” rather than “Hi” and “Thank you”.
2. When addressing someone, use term like “Brother or Bhai or Sahib” along with the name of the person being addressed.
3. Discussion of personal issues should be strictly avoided.
4. Do not send an e-mail to a large number of people (e.g., entire Amila or all Qaideen) outside your jurisdiction – without prior permission from Dept. of Mo’tamid.
5. Refrain from forwarding any kind of advertisement for sale of items, or mass e-mailing without prior permission from the Dept. of Mo’tamid.
6. Do not forward any signature campaign e-mails, even those related to religious issues.
7. Use of Bcc within MKA email communications is discouraged.
8. Do not use ‘reply all’ for every message. Carefully select the relevant parties for your message.
9. Email works best for transferring simple info and FYI documents. Longer discussions and complicated issues should be taken off line.
10. Misunderstandings can be caused through inaccurate choice of words. If you feel offended by a message, please talk to the sender to avoid miscommunication.
11. Keep your message concise and to the point.
12. Do not use upper case for the text of e-mail.

Conference Call:

1. Do not drive during the conference call. Get permission from Sadr Sahib to be excused if you have to drive at the time of conference.
2. Interaction and open dialogue is encouraged. Please identify yourself and seek permission before speaking.
3. Multi-tasking during the call should be avoided. While we do have to settle for a con-call due to the challenges of distance in USA, this meeting should still get the respect that a National Amla meeting deserves.
4. If you will be joining late, inform Dept. of Mo’tamid before the conference call.
5. Take permission from Sadr Sahib if you have to leave before the conference call ends.