

CHAPTER 15 ONLINE EXERCISES

Objective:

These online activities will allow you to use search engines for conducting research.

Click on Online Exercise Links. You will see a list of Web site links that will bring you to search engine Web sites. Use the Web sites to complete Activities 15.1 and 15.2.

Activity 15.1

1. Select one of the search engine Web sites to visit.
2. Key *informal letter report* into the **Search** box (some Web sites use an **Enter Word** box). Click on three search results and explore the various informal letter report Web sites.
3. Use the other search engines listed for this activity to search informal letter reports. For each of the Web sites you search, click on three results and explore the various informal letter report Web sites.
4. Repeat Steps 2 and 3 for the following terms: *formal research report*, *report organization*, and *writing business proposals*.
5. Write a paragraph describing your research using search engines. You may want to consider the following questions in your paragraph:
 - a. How relevant was the information you found as it relates to business communications?
 - b. Did you have any problems using one of the search engines?
 - c. Were you able to locate all the terms? Which ones presented problems?
 - d. Which search engine did you prefer? Why?
6. Write your name on your paper and hand it in to your instructor.

Activity 15.2

1. Select one of the popular Web site search engines to visit.
2. Click on one of the categories such as Health, Family and Culture, or Travel and Transport. Click on a link to a popular Web site that interests you in the category you have chosen. Print out the Web site's home page.
3. Return to your search results by clicking on the **Back** button at the top of your screen. Click on two more links of popular Web sites and print them out.
4. On the back of one printout, make an outline of new information that you learned from your research.
5. On a sheet of paper, write a paragraph discussing what you learned from your research. You should use your outline as the basis of your paragraph.
6. Write your name on your paper and printouts and hand them in to your instructor.