Getting Started:

To complete the Online Exercises in this text, you will need access to a computer with an Internet connection and a Web browser. A Web browser is a program that allows you to view and explore information on the World Wide Web. Examples of Web browsers are Internet Explorer® and Netscape Navigator®.

In the Online Exercises that follow throughout the book, you will go to the following address: **www.mhhe.com/bcw3.** Use all lowercase letters. Be sure to put in a period (called "dot" in Internet addresses) between **www** and **mhhe,** but do not type a period after **com.** The *Business Communication at Work* Web site should appear on your screen. You will be connected to the site's home page, or main page. From here you can connect with information available at the site.

Once you have connected to the *Business Communication at Work* Web site, you are ready to begin the first Online Exercises below.

Objective:

In these Online Exercises, you will learn what the Internet is and become familiar with terms related to the Internet.

After opening the *Business Communication at Work* Web site, select Chapter 1. Next, click on Online Exercises. You will see a list of Web site links that will bring you to sites featuring Internet definitions and Internet dictionaries.

Activity 1.1

1. Select one link to visit from *Web Sites Describing the Internet.*

2. Read through your selection.

3. On a piece of paper, answer the following questions using complete sentences:

    a. What is the purpose of the Web site you have chosen?

    b. Who is the intended audience of the Web site?

    c. What are some of the techniques used for organizing the description of the Internet?

4. Using the **Back** button on your Web browser, return to the *Business Communication at Work* Online Exercises page and click on another Web site that offers Internet definitions.

5. After reading your selection, write two sentences describing the differences in how the two Web sites you visited are organized.

6. Write your name on your answer sheet, and hand it in to your instructor.

Activity 1.2

1. Select one of the Internet dictionary Web sites to visit.

2. Key *WWW* in the **Search** box (some Web sites may require you to click on the first letter of the word).

3. On a sheet of paper write a two sentence definition of *WWW.*

4. Search for the definitions of the following Internet terms: *hypertext, hypermedia, Internet service provider (ISP), HTML,* and *HTTP.* Write the definition of each term using two sentences. If a term is not listed in the Web site you selected, return to the *Business Communication at Work* Web site and select another site to visit.

5. Write your name on your paper and the front of each printout, and hand it in to your instructor.