

CHAPTER 3 ONLINE EXERCISES

Objective:

These online activities will introduce you to the use of online newspapers.

Click on Online Exercise Links. You will see a list of Web site links that will bring you to different online newspapers. Use these Web sites to complete Activities 3.1 and 3.2.

Activity 3.1

1. Select one of the online newspaper Web sites to visit.
2. Key *telecommunications* in the **Search** box (some Web sites may use an **Enter Word** box).
3. Select an article about *telecommunications* that interests you. Print the article by clicking on the File menu and selecting Print. Click OK.
4. Search for articles that contain the following telecommunications terms: *cellular*, *modem*, *voice mail*. Select one article for each term that interests you and best relates to telecommunications. If a term is not listed in the newspaper Web site you selected, return to the *Business Communication at Work* Web site and select another. Once you've located each word, make a printout of each article.
5. Read each printout. Look for the following items in each sentence and paragraph: active voice, subject and verb agreement, independent and dependent clauses, parallel construction, and paragraph arrangement. Note on each article any errors in sentence and paragraph structure.
6. On a piece of paper, write a paragraph discussing the different sentence and paragraph structures in each article. Make sure you use correct sentence and paragraph structure in your writing.
7. Write your name on the front of each printout and your paper. Hand it in to your instructor.

Activity 3.2

1. Select one of the online newspaper Web sites to visit that is different from the site you selected in Activity 3.1.
2. Read the different options available at the newspaper Web site. Use the article to link to an article on a major current event that interests you.
3. Print the article by clicking on the File menu and selecting Print. Click OK.
4. Working from the printout, underline two examples of each of the four types of sentences. Above each sentence, identify the type. Use the following abbreviations: *S* (simple), *CMPD* (compound), *CMPLX* (complex), *CC* (compound-complex).
5. On the back of your printout, write a paragraph discussing the use of emphasis in the article you selected. Consider the following elements: position, proportion, repetition, balance, length of paragraphs, sentence structure, and mechanical techniques.
6. Write your name on the front of the printout, and hand it in to your instructor.