

CHAPTER 5 ONLINE EXERCISES

Objective:

These online activities will help you manage your day-to-day activities and enable you to find ways to save time as a student.

Click on Online Exercise Links. You will see a list of Web site links that will bring you to different time-management Web sites and search engine links. Use these Web sites to complete Activities 5.1 and 5.2.

Activity 5.1

1. Select one of the time-management Web sites to visit.
2. Look for a link to time-management articles or time-management tips. Read about several time-management tips.
3. On a sheet of paper, list four tips that will help you manage your time more efficiently.
4. Return to the *Business Communication at Work* Web site and repeat step 3 by clicking on the other time-management Web sites. Visit at least two more Web sites.
5. Write a paragraph describing the tips you learned. Some questions you may consider in your paragraph include:
 - a. How does technology help in managing your time?
 - b. Are the tips you learned realistic for your daily life? Why or why not?
 - c. How can you apply these tips to your daily life?
6. Write your name on your paper and hand it in to your instructor.

Activity 5.2

1. Click on one of the search engines.
2. Key *student time management* in the **Search** box (some search engines may use an **Enter word** box).
3. Click on one of the results that seems interesting to you and that contains tips on student time management.
4. On a sheet of paper, list three tips that will help you manage your time as a student.
5. Return to your search results by clicking the **Back** button.
6. Find and print another article about managing time.
7. There are two types of errors: typographical and substantive. Typographical errors are mistakes in keying text. Substantive errors cause problems for readers trying to understand the text. Working from the printout, search for any typographical errors. Circle any of these errors that you find and write in the correction.

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8. After reading the text, think of any substantive errors in the article. Write a paragraph describing how you would fix these errors. If there were no substantive errors, describe why there were no such errors.
9. Write your name on your paper and printout and hand it in to your instructor.