

## CHAPTER 6 ONLINE EXERCISES

### Objective:

These online activities will help you brainstorm and review planning for effective communications.

Click on Online Exercise Links. You will see a list of Web site links that will bring you to search engines and ergonomic Web sites. Use these Web sites to complete Activities 6.1 and 6.2.

### Activity 6.1

1. Select one of the search engines to visit.
2. Key *project management software* in the **Search** box (some Web sites may use an **Enter Word** box).
3. Click on a link that discusses project management software. Select an article at the Web site that you think is interesting. If you cannot find an article, return to your search results and select another Web site.
4. After reading the article, return to your search results. Select four additional links that discuss project management software. Read one article from each Web site you visit.
5. On a sheet of paper, write a paragraph discussing what you learned about project management software from your readings. Before writing your paragraph, brainstorm as many details as you can on your paper.
6. Write your name on your paper and hand it in to your instructor.

### Activity 6.2

1. Ergonomics is the study of the relationship between the worker and the work environment. Work-related injuries are a major focus of ergonomics. Select one of the ergonomic Web sites to visit.
2. Read an ergonomic news story that you find interesting. The story may be located on the Web site's home page, or you may have to click on a link such as **What's New**.
3. On a sheet of paper, answer the following questions about the purpose of a communication and audience analysis:
  - a. What is the purpose of the article?
  - b. Who is the intended audience of the ergonomics article?
  - c. Based on the article, what information, if any, is known about the receiver's background, knowledge, interests, and experiences?

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4. Write a paragraph discussing the ergonomics issue you read about. You may consider the following questions in your paragraph:
  - a. Do you think that resolving the ergonomics issue will improve working conditions for a person?
  - b. Does the issue affect everyone in the workforce?
  - c. What effects will the issue have on an employer?
5. Write your name on the front of the printout and hand it in to your instructor.