

CHAPTER 7 ONLINE EXERCISES

Objective:

These online activities will help you gain a better understanding of business etiquette.

Click on Online Exercises link. You will see a list of Web site links that will bring you to different search engine links and business etiquette Web sites. Use these Web sites to complete Activities 7.1 and 7.2.

Activity 7.1

1. Click on one of the search engines.
2. Key *business etiquette* 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. Find an article that provides suggestions for business etiquette.
4. On a sheet of paper, write a business letter to your instructor describing what you learned about business etiquette. Remember to include the following parts of the business letter:
 - a. The heading
 - b. The opening
 - c. The body
 - d. The closing

Use the modified-block style for your letter.

5. Hand in your letter to your instructor.

Activity 7.2

1. Select one of the business etiquette Web sites to visit.
2. Click on Thailand. You may have to type *Thailand* into a **Search** box on the Web site.
3. Print out tips on business etiquette in Thailand. You may also use tips on business protocol in Thailand.
4. Write a memo to your instructor describing the tips you learned. Remember to include the parts of a memo (heading and body). Also, provide a title to your addressee.
5. Some questions you may consider in your memo include:
 - a. How does business etiquette in Thailand differ from business etiquette in the United States?
 - b. Why do you think it is important to have an understanding of the business etiquette of other countries?
6. Hand your memo in to your instructor.