

CHAPTER 14 ONLINE EXERCISES

Objective:

These online activities will allow you to practice writing messages.

Click on Online Exercises. You will see a list of Web site links that will bring you to government-related Web sites and online newspapers.

Activity 14.1

1. Select one of the government-related Web sites to visit. You may also select an online newspaper to visit.
2. Click on information about a government official (senator, representative, governor, etc.) where you live. You may have to click on several links to find the information. If you chose an online newspaper, enter the name of one of your government officials in the **Search** box.
3. On a sheet of paper, write a letter to your government official about an issue that concerns you. Remember to include the following information:
 - a. Give complete information about how you can be contacted.
 - b. Address your lawmaker properly.
 - c. Use a subject line.
 - d. Limit your letter to one topic.
4. Write your name on your letter and hand it in to your instructor.

Activity 14.2

1. Select one of the online newspapers to visit.
2. Click on the editorial/opinion link. On some Web sites, you may have to click on the print edition link first.
3. Find an editorial/opinion article that you think is interesting and read it. If you do not find an article that interests you, return to the *Business Communication at Work* Web site and select another online newspaper to visit.
4. On a sheet of paper, write a letter to the editor expressing your opinion about the article you read. Remember to follow these guidelines when writing your letter:
 - a. Get right to the point.
 - b. Be brief.
 - c. Be rational.
 - d. Use good taste.
 - e. Be fair.
5. Write your name on your letter and hand it in to your instructor.