

CHAPTER 16 ONLINE EXERCISES

Objective:

These online activities will allow you to learn more about teleconferencing and telecommuting. Click on Online Exercises. Use the Web site links to complete Activity 16.1 and 16.2.

Activity 16.1

1. Select one of the Web sites devoted to telecommunications to visit.
2. Find an article that interests you about teleconferencing. You may have to enter *teleconferencing* into a **Search** box on the Web site. If you do not find an article that interests you, return to the *Business Communication at Work* Web site and explore another Web site devoted to teleconferencing.
3. On a sheet of paper, key a paragraph describing what you learned about teleconferencing. You may want to consider the following questions in your paragraph:
 - a. What are the advantages to teleconferencing?
 - b. What are the disadvantages to teleconferencing?
 - c. What additional planning is necessary for a successful meeting using teleconferencing?
4. Write your name on your paper and hand it in to your instructor.

Activity 16.2

1. Select one of the Web sites devoted to telecommunications to visit. Make sure you visit a different Web site from the one in Activity 16.1.
2. Find an article that interests you about telecommuting. You may have to enter *telecommuting* into a **Search** box on the Web site. If you do not find an article that interests you, return to the *Business Communication at Work* Web site and explore another Web site devoted to telecommuting.
3. On a sheet of paper, key a paragraph describing what you learned about telecommuting. You may want to consider the following questions in your paragraph:
 - a. Would you enjoy a career that requires you to telecommute? Use your readings to support your decision.
 - b. What are the advantages to telecommuting?
 - c. What are the disadvantages to telecommuting?
4. Write your name on your paper and hand it in to your instructor.