

## BUSINESS COMMUNICATION – OUTCOME 2

### Sample References

#### 1. Basic web page with author:

Beard, M. 2006, *The Fall of the Roman Republic*, viewed 30 January 2011,  
[http://www.bbc.co.uk/history/ancient/romans/fallofromanrepublic\\_article\\_01.shtml](http://www.bbc.co.uk/history/ancient/romans/fallofromanrepublic_article_01.shtml) .

#### 2. Basic web page with no author:

*The Fall of the Roman Republic*, viewed 30 January 2011,  
[http://www.bbc.co.uk/history/ancient/romans/fallofromanrepublic\\_article\\_01.shtml](http://www.bbc.co.uk/history/ancient/romans/fallofromanrepublic_article_01.shtml) .

#### 3. Official Website:

Hai Di Lao official website, viewed 20 April 2018, <http://haidilao.us/>

#### 4. Basic Book with no author:

SQA 2015, *Communication: Business Communication*, Beijing.

#### 5. Personal Communications:

Personal Communication, Interview, **Person's Name**, conducted on **date**. See Appendix # \_\_\_\_\_

Personal Communication, Survey, conducted from **start date** to **finish date**. See Appendix # \_\_\_\_\_

#### 6. Specific Examples:

##### Article 1: Where did my plastic go?

Conlisk, Erin. August 2015. *Where did my plastic go?*, viewed on: **date you read it**.  
<https://sciencejournalforkids.org/articles/where-did-my-plastic-go/>

##### Article 2: How can we clean up plastic in the ocean?

Sherman, Peter and Erik van Sebille. June 2016. *How can we clean up plastic in the ocean?*, viewed on: **date you read it**. <https://sciencejournalforkids.org/articles/how-can-we-clean-up-plastic-in-the-ocean/>

##### Article 3: Going Green – What's Good for the Planet is Good for Business

*Use the samples above to create your own Reference Entry. All the information you need is in the article.*

##### Article 4: Why Recycling and Using Recycled Paper at the Office is So Important.

*Use the samples above to create your own Reference Entry. All the information you need is in the article.*

**Items in Red require your input of information.**