

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 .

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 .

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.