

Online Activities

It is recommended that students carry out some online assignments. This would give them a wider scope of business administration concepts and terminologies.

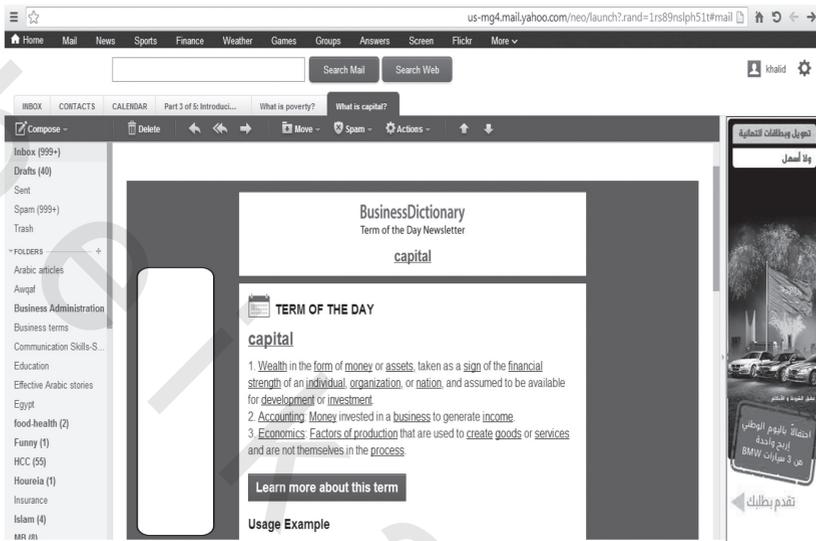
The following is one of the most useful online business administration dictionaries (<http://www.businessdictionary.com/term-of-day.php>). The website user is asked to enter his/her e-mail address. The website delivers a term along with its definition and meaning everyday directly to the e-mail. Students could be assigned to collect seven terms every week and translate one or two of them.

Here are steps to follow to join and subscribe in this free service.

1. Type the following address on the search box <http://www.businessdictionary.com/term-of-day.php>.
2. Insert your e-mail in the marked box and press sign up



3. The website will send you a daily e-mail message to your e-mail address as follows:



4. The website also provides useful business tips, articles and videos.

My Mini-Dictionary of Management and Marketing

Students should be encouraged to collect some of the most important terms they may come across during their online search or in traditional dictionaries.

They can write down and compile the most important 100 terms they feel useful to their business and marketing career. The task includes writing down the terms they received in their e-mails via the business dictionary's term of the day website along with their meaning in Arabic.

The mini dictionary should be written in a separate notebook to be classified according to the Arabic or English alphabetical order or saved in a digital file. The following is a suggested table:

Added value or value added	قيمة مضافة الاختلاف بين إجمالي إيراد الشركة ومشترياتها من الشركات الأخرى.
Advertise	يعلن تعريف شيء للناس بوضع لوحات ورسائل في مختلف وسائل الإعلام (الصحف و التلفزيون...إلخ).

List of useful websites & applications

1. **Babylon Business and Finance Dictionary**
<http://dictionary.babylon.com/business/>
2. **Business and Management Terms Dictionary**
<http://www.businessballs.com/business-dictionary.htm>
3. **Business Dictionary Android App.** *For smart phones*
<https://play.google.com/store/apps/details?id=com.managementmania.mmbd&hl=en>
4. **Cambridge Business English Dictionary**
<http://dictionary.cambridge.org/dictionary/business-english/>
5. **Onelook.com** is a very useful website that connects your search to a number of online dictionaries.
http://www.onelook.com/?d=all_bus