

TASK 1: DEVELOPING COMPANY’S WEBSITE

Objectives

Students are able to:

- Examine the needs of website creation
- Explain the concept of website design for feedback

Introduction

Website aims as informational and promotional medium; in which it may be accessed anytime at any place by anyone. Sometimes, website display affects individual’s opinion towards the company.

Instrument and Material Preparation

- Laptop/ Computer
- Internet connection

Activities

No	Activities	Duration
1	VP and department staffs discuss about the creation of website, by using the following questions as the guideline: <ul style="list-style-type: none"> ▪ What things do you want to display on the website? Look at several examples of good websites and note information relating to website display. ▪ Does material such as product description exist? Who does prepare it? Discuss this with other related department ▪ What website service provider do you use? Is it paid or free? Examine several website providers such as weebly, wix, wordpress or others according to your choice. ▪ Who are your targeted audience? Adjust your language style on the website by considering the rules of decency. ▪ What website theme do you choose? There are numerous usable template choices provided by the website service provider, choose it based on your company’s theme. ▪ How many days do you need to make such website? Determine the deadline. ▪ Who is responsible for the deadline? 	10’
2	VP shares the tasks to department staffs according to their expertises in order to: <ul style="list-style-type: none"> ▪ Collect the materials from other departments, both in writing or photographs, to be posted on website. ▪ Re-check the laguange use ▪ Examine and create recommendation of website service providers and note the required terms for website creation (i.e.: company’s email). ▪ Design the website concept according to the available themes and company’s theme. 	60’
3	VP asks CEO to explain about the website concept (theme, initial display, photo layouting, background, etc) to all staffs before continuing on the website creation.	10’

Output

- Company's website concept

Internet Activity

Free Website Service

- Wix <https://www.wix.com/>
- Weebly <https://www.weebly.com/>
- Wordpress <https://wordpress.com/>

Free Picture Provider

- *Tripod Image Gallery* <http://build.tripod.lycos.com/imagebrowser/index.html>
- *Free Stock Photos.com* <http://www.freestockphotos.com/>
- *Freebyte* <http://www.freebyte.com/>