**Evaluating Website**

**1.Accuracy of website:** Accuracy of website refers to the author whole information that who the author is, can we contact him or her or is he enough qualified to right this information and he holds the valid degree or not.

**2.Authority of website:** Authority of website means who published the website and it is separate form the webmaster. Is the institution who published the document is reputed or the author listed his/her qualification.

**3.Objectivity of website:** Objectivity of website is what opinions are communicated by the creator or does the page meet all objective and goals of website.

**4.Currency of website:** Currency of website refers to that your page is current and refreshed frequently and the connections or link are up-to-date.

**5.Coverage of website:** coverage of website is information that is properly evaluated, and do they supplement the document subject. And the most important thing the information provided in the website is properly cited or not.

**Comparison of Two Websites**

In first site, Susan M. Heathfield. Communication in workplace. July 03,2017. In this site author talks about the communication skills that how they work in the environment. He also talks about components of workplace communication which make communication much better. He gives evidence in his site to proof his statement. In second site, which is Wikipedia. Workplace communication. September 2016. By comparing both the sites I think first site is more reliable in terms of accuracy, authority, objectivity, currency, coverage.

The first site gives all the information about the author and when it was last updated, however second website is Wikipedia, and anyone can change the material in Wikipedia, so it is less reliable. Moreover, the first site also provides the links and evidences to support his information, so we can easily access the information, but the Wikipedia has no evidence to support the information.

References

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