|  |  |  |
| --- | --- | --- |
|  | **MoHealthWINs Portal**  **CPDV:709**  **Digital Literacy for Healthcare**  **Learning Activities** |  |

**UNIT 7 – Email 101 Assignment**

You are an office manager at **Dr. James Free Medical Clinic** and you have been given the task of training the office personnel on email and email etiquette in the office. You have decided to use a document that lists some of the Do’s and Don’ts to enable better and professional emails.

You have decided to promote the idea of creating a blog for the Medical Clinic. Include some Pros and Cons associated with Blogging.

**1. Use a WORD document to compose the text of an email…**

Subject: Email 101 – Email Etiquette and Blogging

2.  **List** some basic **Do's and Don’ts** that you would emphasize when training your staff in creating professional emails.

3. Include your list of the **Pros** and **Cons** of Blogging.

4. Submit the Word document into the Unit 7 Email 101 Assignment link in Blackboard.

*This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.*



*This work is licensed under a* [Creative Commons Attribution 4.0 International License](http://creativecommons.org/licenses/by/4.0/)*.*