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|  | **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.

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