

## INSTRUCTIONS:

Chapter 10 EMAIL assignment

General steps can be found on page 214 of textbook or page 127 of WORKBOOK.

Assignment 10-3 “composing a professional email message”

You have a “Consent to use E-mail Communication” on file for me.

Draft a short e-mail to me about my lab and chest X-ray results as per doctors “orders” below.

1. USE YOUR STUDENT EMAIL to send this. (log in to MYACC portal for your STUDENT account)
2. This should NOT be an attachment but a typed real-time email.
3. My email address is: [deby.stutman@arapahoe.edu](mailto:deby.stutman@arapahoe.edu)
4. Subject line is **MAP 110** then whatever the “real” subject line would be to the patient.

DOCTOR HAS TOLD YOU VERBALLY:

“Please contact the patient and tell her that her x-ray came back normal but the blood test showed some high cholesterol and I would like for the patient to make an appointment to come in and discuss this. Oh and she needs a flu shot while she is here.”

5. Remember format, spacing, spelling, politeness, grammar, etc.
6. Maybe make a “logo” or picture for the top or bottom of email to show it comes from the “business” of the practice. (invent a name for the practice if you wish) and remember to add contact details for the office and yourself.
7. **Send the email to me by the due date in the calendar!**