

# Email at work (B) medical centre



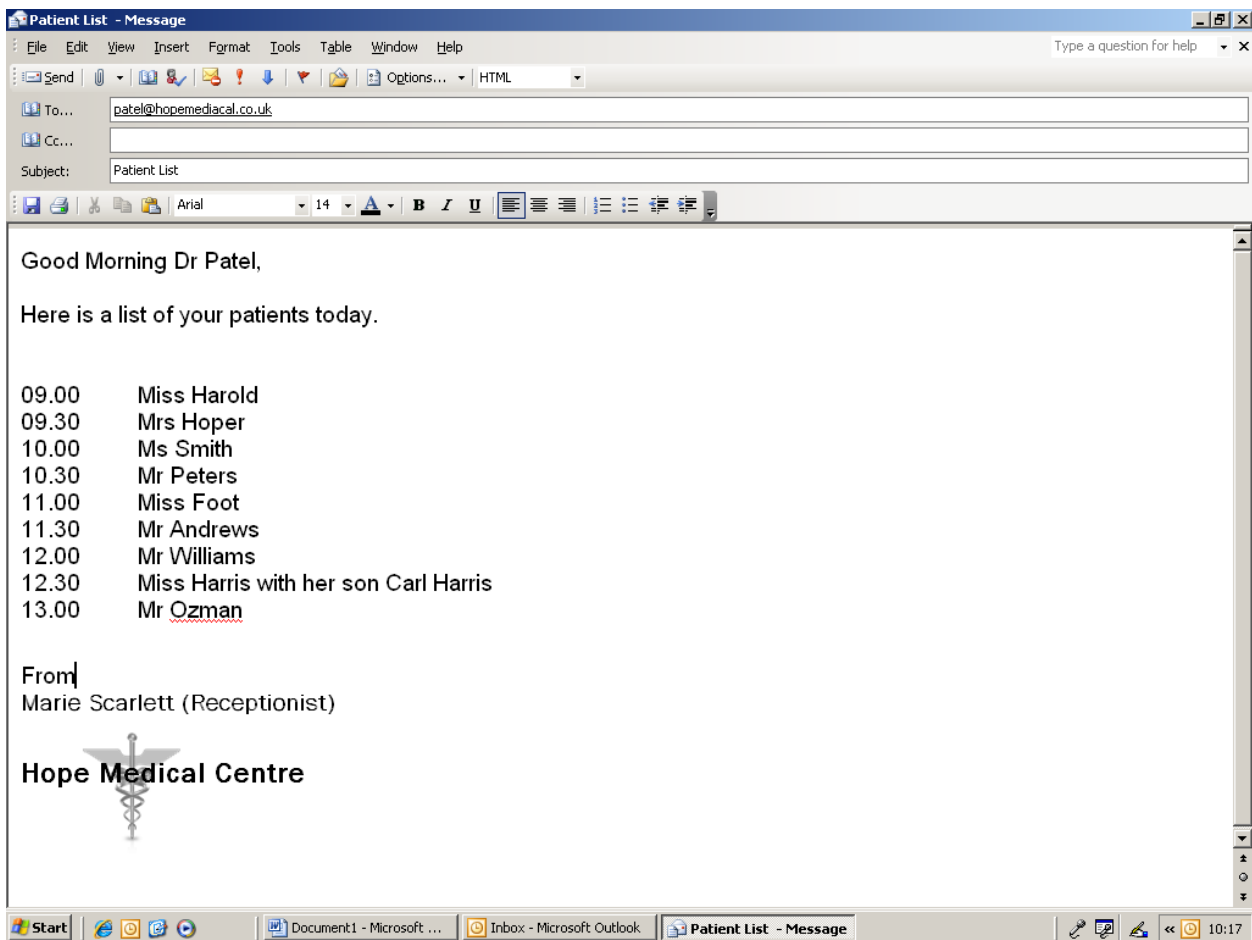
Name \_\_\_\_\_ Date \_\_\_\_\_

You work as an assistant in a medical centre.

One of your daily tasks is to email each doctor a patient list for the day.

This list should include the appointment times and the names of each patient.

## Look at this example:



# Email at work (B) medical centre



Name \_\_\_\_\_ Date \_\_\_\_\_

## Tasks

- You will need a copy of the Appointment Diary (page 3).
- Please send all emails to the centre manager (who is your tutor).
- Remember to do a spell check before clicking **send**.

### Task 1

Compose a new email message **to each** of the following doctors.

Tell them what appointments they have today.

- Dr Shah
- Dr Sharif
- Dr Davis

Include: the time and the patient's name (look at the example).

### Task 2

Send an email to Dr Shah letting her know that her first patient has arrived at the surgery.

### Task 3

Send an email to Dr Sharif letting him know that his patient, Mrs Simms, called the surgery and has requested an emergency home visit.

### Task 4

Send an email to Dr Davis letting her know that her husband called today at 10.15am.

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Name \_\_\_\_\_ Date \_\_\_\_\_

## Appointment Diary Page



# Hope Medical Centre

15 September			
	Dr Shah	Dr Sharif	Dr Davis
09.00	Mrs Smith		
09.30	Mr Langley	Miss Andrews	
10.00	Mr Pond	Mr Connor	Miss Amy
10.30	Miss Perez	Mrs Harris with her son Tommy	Mr Williams with daughter Sherry
11.00	Miss Weekly	Mrs Foot	Miss Paul
11.30	Mr Thomas	Mr Highland	Mr Greene
12.00	Ms Cool		Ms Browne
12.30	Mr Tiny		Miss O'Reily
13.00	Mrs Roberts		
13.30	Miss Bennett		
14.00			
Surgery Closed			