**1.02 Communication Technology in Healthcare Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Handout Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Directions:** After viewing the PowerPoint presentation, answer the questions on the use of communication technology in healthcare. Use complete sentences.

1. Why does the quality of the email you send matter?

2. How is communication by email different from phone conversations or face to face interaction?

3. Name three situations when the use of email would not be appropriate and explain why you made this decision.

4. Pretend you are at home working on a project. You’re not sure what the next step is and you need the assistance of your teacher. You decide to send an email. In the space below, write your message (at least five sentences). Use the correct format, correct spelling, and grammar. Include your contact information.

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_