EDSQ | Entry Level | Going To The Doctors 1



Useful Vocabulary

This is a list of vocabulary for this handout.

- Flu Jab
- Sneeze
- Pharmacy
- Eligible
- Clinic
- Clinical risk groups
- Carers
- Frontline workers

You have been asked to create a poster to about getting a flu jab.

This activity is in three parts:

- Internet Research
- Update A Document
- Email

Follow the steps to complete the activity.

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Internet Research

1. Use the Internet to find **ONE** image of a person sneezing.

2. Use a search engine to find the nearest pharmacy offering flu jabs.

3. Update the Internet Research Form with the details you found including the website address.

4. Save the Internet Research Form.

Update A Document

You need a poster about getting a flu jab.

The poster must be clear and easy to read.

Open the Getting A Flu Jab poster document.

1. Add the following information in the correct location:

Getting a flu jab takes just 10 minutes.

from 10am to 12pm

2. Edit the following information:

Change the younger adults to older adults

Change the number 22 to display currency (£) with two decimal places.

3. Format the poster

a. Centre align the main heading.

b. Change the colour of the main heading to blue.

c. Change the font size of the main heading to 36.

d. Make the subheadings (Who Is Eligible For A Free Flu Jab? Cost For Others How Long Does It Take? Why Have The Flu Jab? When Is The Clinic Open?) font size 16, bold and underlined

e. Change the font size for the body of the text to 14.

f. Use bullet points for the points under “Who Is Eligible For A Free Flu Jab”.

g. Insert your saved image of a person sneezing and resize it so all the information fits on one page.

h. Centre align the image.

i. Cut and paste the following: “Why Have The Flu Jab?

Having a flu jab will help protect you from catching flu and passing it on to others.”

Place it directly under the main heading.

j. Save the poster with a suitable name.

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Email A Document

1. Create a new contact in your email contact list for **flujab@business.service**. Take a screenshot of this and add to the Email Document.

2. Create an email. You need to include:

a. Enter the email address.

b. Include a suitable subject.

c. Attach the updated poster.

d. Include a suitable message saying you have attached the information required.

e. Make sure you include a suitable greeting.

3. Take a screenshot of the email and add to the Email Document.

4. Save the Email Document.

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