Subject: **Online activities preparation—WEEK 3**

主题：在线活动的准备工作——第三周

Dear XX,  
亲爱的 XX:

Welcome to the third week of the online faculty training. The topic for this week is "Giving a lecture".  
欢迎您开始教员培训在线准备的第三周。本周的主题是“做讲座”。

First of all, we would like to ask you to complete all tasks from week 1 and 2 before you start with week 3 – in case you have not completed them yet.

首先，如果您还没有完成第一周和第二周的所有任务，我们希望您在第三周开始前完成它们。

Then please proceed with the following activities:  
**我们接下来的任务如下：**

**Week 3—Lecturing** (Month DD – Month DD)   
1.        Read the booklet “Giving a lecture”   
2.        Complete the eModule “Giving a lecture”   
3.        Prepare a clinical lecture for live event   
4.        Discuss "Lecturing"

第三周——讲座（ 月 日－ 月 日）

1. 阅读小册子“做讲座”
2. 完成在线模块“做讲座”
3. 准备活动现场中关于临床课题的讲座
4. 讨论“做讲座”

A more detailed description of the tasks is attached to this email or you will find it in your virtual learning space --> learning activities --> WEEK 3.  
更多有关学习任务的详细信息在此邮件的附件中，或者您可以登录虚拟学习空间-->学习活动-->第三周。

We welcome any comments that you may have at any time and we will do our best to respond.  
如有任何疑问和意见，尽请与我们联系，我们会尽力回复。

Best regards,

谨此致意！

NAMES

姓名