**Online activities preparation—WEEK 5**

在线活动的准备工作——第五周

Dear XX,
亲爱的 XX:

Welcome to WEEK 5 of the online faculty training. The topic for this week is "Running a practical exercise".
欢迎您开始教员培训在线准备的第五周。本周主题是“实际操作练习“。

First of all, we would like to ask you to complete all tasks from weeks 2, 3, and 4 in case you have not done it yet.
首先，如果您还没有完成第二、三、四周的所有任务，我们希望您在第五周开始前完成它们。

Then please proceed with the following activities:
**请完成以下任务：

Week 5—Running a practical exercise** (Month DD – Month DD)

**第五周——实际操作练习（ 月 日 - 月 日 ）**

**Learning outcomes:**

* Define and explain the role of a practical exercise
* Identify the 4 key stages in teaching practical skills
* Describe the rationale for each of the 4 stages
* Set learning outcomes for practical exercises
* Prepare a practical procedure appropriately (CCTV, video/DVD, etc)

**学习成果：**

* 阐述实际操作练习的作用
* 了解教授实际操作技能的四个关键步骤
* 阐述四步教学法中每一步的基础理论
* 设定实际操作的学习成果
* 准备一个适当的操作程序（闭路电视、视频／DVD等）

**Tasks:**

* 1. Read booklet “Running a practical exercise”
	2. Complete eModule “Running a practical exercise”
	3. Prepare for running a practical exercise, eg, chunk video, prepare material
	4. Participate in the forum discussion on expectations for the live event
	5. Read “Helping physicians learn and change their practice performance”

**任务：**

1. 阅读小册子“实际操作练习”
2. 完成在线模式“实际操作练习”
3. 筹备模拟实际操作练习，比如检查视频，准备材料
4. 参与论坛上有关对于现场活动期待值的讨论
5. 阅读“Helping physicians learn and change their practice performance” （“帮助医生学习和改变他们的实践表现”）

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 5
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-->第五周

Best regards,

谨此致意！

 NAMES

姓名