



STORYBOARD

Ruth Crossman

Remote Communication Project



Title	Script/VO	Animation
Module 1		
1.1 Welcome Screen	N/A	Static Image + Begin Course button
1.2 Orientation	V/O: Working remotely has its perks, but managing remote teams isn't easy. How do you respond to all the emails? How long should online meetings be? In this course, you'll develop clear email communication strategies and learn how to plan effective virtual meetings.	Images entering left and then disappearing.
1.3 Course Overview	V/O: This course has two sections. The first section is about writing an email for effective communication, and the second section is about managing meetings. Let's begin!	Images for each course section w/ floating state buttons taking learner to Module 1 and Module 2
Module 2		
2.1 Introduction	Email Strategies	Static image + forward & back buttons
2.2 Knowledge Activation	V/O: This is Alia. She just received an email from her boss and she's not quite sure how to respond. Click on the highlighted areas to see why.	Initial image of woman sitting at desk, replaced by image of email text with areas highlighted. Hotspot interaction: when learner clicks on highlighted areas of email a post it note appears indicating editing suggestions.
2.3. Skills Demonstration	V/O: OK. So, imagine you're Stephen. What could you do to make this email easier to read? First, you should keep it brief. Eliminate any extra information. Second, get to the point within the first two sentences. Third, identify action items so that your reader knows exactly what they need to do.	Image of man writing an email, replaced by text boxes for each bullet point. Text boxes slide in from left side of screen.
2.4 Knowledge Check 1	What is the best length for an email? A. 3 sentences B. 5 sentences	Multiple choice slide with radio buttons. Feedback layers indicate wrong answer



	C. 7 sentences	if selected. Learner gets two chances to retry question.
2.5 Content Reinforcement	V/O: The best length for an email is 5 sentences. Not too long, not too short.	Image of woman holding pen.
2.6 Knowledge Check 2	Which of these is <u>not</u> an effective way to highlight action items? A. Using bolding B. Using bullet points C. Using all caps	Multiple choice slide with radio buttons. Feedback layers indicate wrong answer if selected. Learner gets two chances to retry question.
2.7 Content Review	V/O: Bullet points and bolding are great, but stay away from all caps. They can make you sound aggressive.	Image of person opening email
Assessment	V/O: OK, now it's your turn. Think about an email you have to write. What's the main point? What calls to action will you need to include? How can you summarize it in 5 sentences?	Each question slides in from right. Open-ended question textbook appears for learner to type into.
End Slide	Congratulations, you have completed unit 1	
Module 3		
3.1 Introduction	Virtual Meetings	Static image + next button
3.2 Activation	V/O: This is Maria. Her last meeting did not go well. 3 people didn't participate the entire time, while two others got into an argument about project specifications. The meeting took so long to finish that she had rush to catch up on her work when it was done. What could she do to make her meetings more effective?	Image of woman looking unhappy replaced by image of someone shouting, then clock with time going by.
3.2 Demonstration1	V/O: There are two techniques you can use to run effective virtual meetings. The first is establishing ground rules, and the second is having a good meeting format.	Two images appear one after the other with buttons using floating state
3.3 Demonstration2	V/O: Ground rules, or rules of engagement can help ensure that your meetings run smoothly without wasting time. Follow these steps to create them: Get Specific The best rules of engagement are behavioral. They describe specific actions that team	Animation: each reference image flies in as it is discussed



	members can take to act more effectively 2. Get buy-in. Ask each team member to propose 1-2 ground rules. This allows the team to take ownership of the process. 3.Document the ground rules and post them virtually during meetings.	
3.4 Knowledge Check	<p>Let's practice. Which of these is not an effective ground rule? Drag it into the box.</p> <p>Which of the following is not an effective ground rule?</p> <p>A. All meetings should be less than one hour</p> <p>B. Only one speaker at a time</p> <p>C. Have a positive attitude</p> <p>D. Use "I" statements instead of "you" statements</p>	<p>Drag and drop activity. Options on left side of the screen, drawing of empty box with fly escaping for learner to drag option into.</p>
3.5 Demonstration: Meeting Format	<p>V/O: Lastly, establish a strong meeting format.</p> <ul style="list-style-type: none"> •Send the agenda in advance •Keep meetings short •End with kudos •Document action items 	<p>Image of woman with whiteboard. Each bullet point meeting slides in from left.</p>
3.6 Scenario 1	<p>Julio's team agreed on ground rules, but people keep breaking them during the meeting. What should he do?</p> <p>A. Remind them that rules are important</p> <p>B. Send an email asking everyone to follow the rules</p> <p>C. Post the rules in the group chat at the beginning of the meeting</p>	<p>Multiple choice slide with radio buttons. Image of man looking confused. Feedback layers indicate wrong answer if selected. Learner gets two chances to retry question.</p>
3.7	<p>3. Nidhi has a scrum meeting every morning, but she keeps getting emails from team members who are confused about their work assignments. What can she do?</p> <p>A. Ask someone to be note-taker.</p> <p>B. Document action items before the meeting ends.</p> <p>C. Make the meetings shorter.</p>	<p>Multiple choice slide with radio buttons. Image of a man looking confused. Feedback layers indicate wrong answer if selected. Learner gets two chances to retry question.</p>



3.8	V/O: Congratulations, you have finished the course	Image of two people in graduation gowns
-----	--	---

