## **Remote Professional Communication (Scanning & Production)**

Simular uma reunião de negócios remota, focando na etiqueta e no uso de frases funcionais para interrupção e confirmação.

Praticar *Scanning* em listas para extrair as frases funcionais necessárias para a comunicação.

### **1. Virtual Meeting Etiquette & Functional Language**

*Leia o guia adaptado sobre a etiqueta em videoconferências.*

**Guide: Essential Language for Online Meetings**

1. Starting the Discussion (Agenda Setting):

You must clearly state the objectives. Phrases to use:

* "We’re here today to discuss..."
* "I've called this meeting in order to..."

2. Handling Technical Issues (Audio/Video):

Dealing with technology issues professionally is vital:

* "Sorry, I can see you, but I can't hear you."
* "I'm sorry, but I'm having trouble hearing you."
* "Stay with me for a moment while I find the correct file."

3. Polite Interruption and Clarification (Efficiency):

In technical discussions, seeking immediate clarity prevents errors. Use these to interject politely:

* "Apologies for interrupting, but may I just chime in (=join the conversation) quickly?"
* "Sorry, but just to clarify..."
* "Just to confirm, are you saying..."

4. Defining Action Points (Wrapping Up):

Make sure everyone knows their next steps:

* "[Name], can you have these action points finished by next week's meeting?"

### **2. Functional Language Dialogue (Scanning & Gap-Fill)**

**U**sar *Scanning* na lista acima para preencher as lacunas no diálogo de reunião a seguir. **Contexto:** Uma reunião de equipe de desenvolvimento sobre o progresso de um projeto.

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| **Função da Frase** | **Diálogo (Preencher a lacuna)** |
| **1. Iniciar a Reunião** | A: Hello, team. we’re here today to discussthe progress of the project. |
| **2. Problema Técnico** | B: [Aluno A], I’m sorry, but I'm having trouble hearing you. Your audio seems to be breaking up. |
| **3. Gerenciar o Fluxo** | A: Oh, apologies. I will try to fix that. Stay with me for a momentwhile I check my connection. |
| **4. Interrupção Polida** | C: [Aluno A], **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, but did you say the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? |
| **5. Confirmação** | A: Yes, that is correct. just to confirm, are you sayingyou are ready to start coding the integration module today? |
| **6. Definir Ação** | A: Excellent. [Aluno C], can you have the project done by Friday? |

### **3. Role-Play - The Stand-up Meeting**

Em grupos de três simular uma reunião de 5 minutos sobre um *bug* crítico ou outro problema relacionado a programação. Usar **pelo menos uma frase aprendida**.

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| **Papel** | **Objetivo da Comunicação** |
| **Gerente** | Abrir a reunião, definir a agenda e definir os pontos de ação. |
| **Desenvolvedor** | Descrever o progresso do código, relatar um problema técnico (áudio/vídeo). |
| **SDET** | Interromper educadamente paragarantir que o *bug* está sendo rastreado corretamente (pedir *clarification* ou *confirmation*). |  |