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| **Greetings (+ small talk)** | |
| Good afternoon everyone, how’s your day going?  Hello everyone, How are you? | |
| **Introduction – saying what to expect** | |
| Today I want to show/demonstrate you how to use Teams.  I’m going to show you my screen  I’m going to share my screen to show you a super useful feature of Teams. | |
| **Main part** | |
| Focusing the listeners’ attention | As you can see here, there are 6 buttons on the tab.  So, what you can see is arrow button |
| Describing user actions / your actions / navigating | When the user logs in successfully, he/she can chat with others.  We also can create a group  Let’s take you go through to how to get your schedule by looking over your calendar |
| Talking about functions / what is happening on the screen | When I click the “share screen” button, it should bring up a new dialogue with some options.  When I click the "file" button, what’s going to happen is ... |
| Past actions | Here I’d like to mention that when we tried to copy the message from the chat, we discovered that the user’s information and chat time was copied as well, so we need to pay attention to what we need from the message that we copied. |
| **Closing** | |
| That’s all I want to show you.  Thanks for your time.  If you have any questions, feel free to ask me now. | |