1

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
| Hello everyone, how’s you day going? | |
| **Introduction – saying what to expect** | |
| Today I want to demonstrate  First, then, finally  If you have any questions feel free to interrupt me at any time. | |
| **Main part** | |
| Focusing the listeners’ attention | As you can see  What you need to do is to |
| Describing user actions / your actions / navigating | A |
| Talking about functions / what is happening on the screen |  |
| Past actions | Here I’d like to mention that when we tried to ..., we discovered that.. . |
| **Closing** | |
| That’s all I wanted to show, does that make sense? Do you have any questions? | |

Now add the phrases from the table on Sway to your own phrases.

2

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
| Good afternoon, everybody.  How’s your day going? | |
| **Introduction – saying what to expect** | |
| Today, I will show you how to use Teams for sharing your screen. | |
| **Main part** | |
| Focusing the listeners’ attention | As you can see here, there are several buttons such as chat, share screen, record and the rest. |
| Describing user actions / your actions / navigating | First when I click the share screen button, it should bring up a new dialogue. Then you can choose which one to share. What’s more, if you want to share sound, you should click the share sound option on the lower left corner. Last, you should click the share button to start. |
| Talking about functions / what is happening on the screen | And what’s going to happen is you can see my screen. |
| Past actions |  |
| **Closing** | |
| That’s all I want to show you.  Thanks for your time.  If you have any questions, feel free to ask me now. | |

Now add the phrases from the table on Sway to your own phrases.

3

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
|  | |
| **Introduction – saying what to expect** | |
|  | |
| **Main part** | |
| Focusing the listeners’ attention |  |
| Describing user actions / your actions / navigating |  |
| Talking about functions / what is happening on the screen |  |
| Past actions |  |
| **Closing** | |
|  | |

Now add the phrases from the table on Sway to your own phrases.

4

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
|  | |
| **Introduction – saying what to expect** | |
|  | |
| **Main part** | |
| Focusing the listeners’ attention |  |
| Describing user actions / your actions / navigating |  |
| Talking about functions / what is happening on the screen |  |
| Past actions |  |
| **Closing** | |
|  | |

Now add the phrases from the table on Sway to your own phrases.

5

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
| Good afternoon everyone | |
| **Introduction – saying what to expect** | |
| Today I will show you how to...  We will demonstrate how to do that by...  If you have any questions, feel free to... | |
| **Main part** | |
| Focusing the listeners’ attention |  |
| Describing user actions / your actions / navigating |  |
| Talking about functions / what is happening on the screen |  |
| Past actions |  |
| **Closing** | |
|  | |

Now add the phrases from the table on Sway to your own phrases.

6

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
|  | |
| **Introduction – saying what to expect** | |
|  | |
| **Main part** | |
| Focusing the listeners’ attention |  |
| Describing user actions / your actions / navigating |  |
| Talking about functions / what is happening on the screen |  |
| Past actions |  |
| **Closing** | |
|  | |

Now add the phrases from the table on Sway to your own phrases.

7

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
|  | |
| **Introduction – saying what to expect** | |
|  | |
| **Main part** | |
| Focusing the listeners’ attention |  |
| Describing user actions / your actions / navigating |  |
| Talking about functions / what is happening on the screen |  |
| Past actions |  |
| **Closing** | |
|  | |

Now add the phrases from the table on Sway to your own phrases.

8

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
|  | |
| **Introduction – saying what to expect** | |
|  | |
| **Main part** | |
| Focusing the listeners’ attention |  |
| Describing user actions / your actions / navigating |  |
| Talking about functions / what is happening on the screen |  |
| Past actions |  |
| **Closing** | |
|  | |

Now add the phrases from the table on Sway to your own phrases.

9

Write down the phrases you plan to use below.

|  |  |
| --- | --- |
| **Greetings (+ small talk)** | |
| Hi, everyone. Good afternoon. How’s your day? | |
| **Introduction – saying what to expect** | |
| Today I want to show you how to create a new memorandum with your iPhone and mention some interesting functions of the memorandum APP. | |
| **Main part** | |
| Focusing the listeners’ attention | AS you can see here, there are an edit button at the lower right conner.  So what you can see is that a blank note with 6 buttons. |
| Describing user actions / your actions / navigating | Just a minute, Let me quickly open my app, so that I can show you how to create....  All that the user needs to do is click this button |
| Talking about functions / what is happening on the screen | ... and it should bring up a new note.  When you click the first button, it should add a table in the note.  When you click the second button, what is going to happen is that you can edit the font style.  Similarly, when you click the third button or the fourth button, you can add a list or picture in your memorandum.  You can also click the fifth button to choose a pen and draw sth in the note. |
| Past actions | Here I’d like to mention that when we copy some sentences in your mac, you can just paste same sentences here by your iPhone. Is it interesting? |
| **Closing** | |
| That’s all I want to show you.  Thanks for your time.  If you have any questions, feel free to ask me now. | |

Now add the phrases from the table on Sway to your own phrases.