

Communication Module: Development, Direction and Narration

Slide Number	Slide Purpose	Action	Script	Storyline Ideas
1	Title		Welcome to your guide on how to earn SME, client, and peer trust by using company protocols for asynchronous communication. In other words, earning trust through professionally written emails.	
2	Learning Objectives		(Read Learning Objectives)	
3	Sample of flawed email	ILO	Before you dive into writing “wickedly effective emails”, what reads wrong in this email?	Hotspot on “flawed” words in email
4	Email checklist: Slides 4-9	ILO	(Summarize points on slide)	
5	Before you begin email	ILO	(Summarize points on slide)	
6	To line of email	ILO	(Summarize points on slide)	
7	Subject line of email	ILO	(Summarize points on slide)	
8	Body of email	ILO	(Summarize points on slide)	
9	Final Review of email	ILO	(Summarize points on slide)	
10	Sample of correctly written email.	ILO	(Read differences between this email and the flawed email in slide 3)	Layer showing correct and flawed email.
11	Video scenario scheduling kick-off meeting			
12	Learner Madlib of email	ILO		https://community.

				articulate.com/download/storyline-360-self-talk-template
13	Video scenario scheduling regular meetings			
14	Learner rewrite of email	ILO		https://community.articulate.com/download/storyline-360-interactive-writing-practice
15	Video scenario recapping prior meeting			
16	Leaner Madlib of email	ILO		https://community.articulate.com/download/storyline-360-self-talk-template
17	Video Scenario for Chain of Command			
18	Chain of Command	ILO	Based on the video scenario, who should you contact first? If they don't respond, who should you contact second and third?	Drag and Drop
19	Discussion board	ILO	(Direct Learner to discussion board to post their email and respond to a peer's email)	