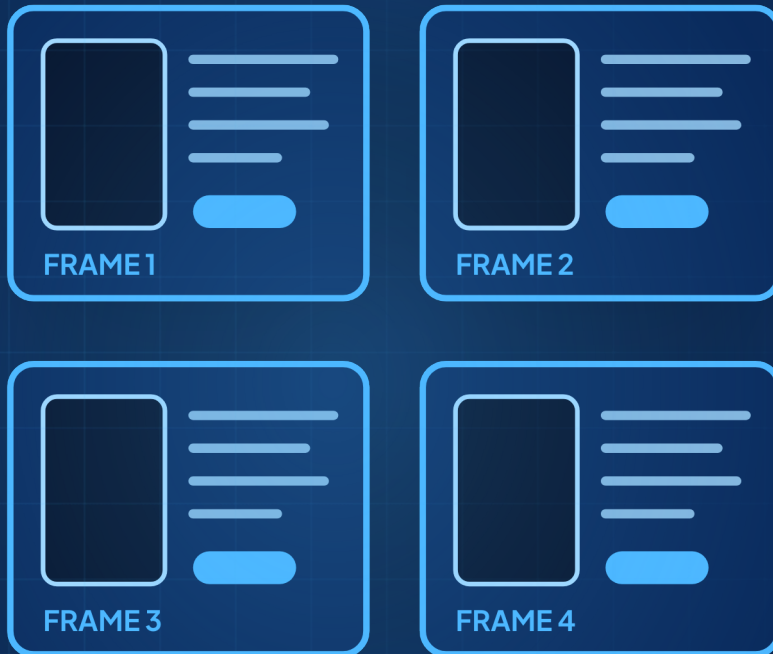




TEMPLATE



The course storyboard we use

A template for your own SOPs



SkillTeam learning design team

- 01 How to read a frame
- 02 The lesson header: goal, time, pass mark
- 03 Frames: screen, words, media, interaction
- 04 Knowledge checks and their feedback
- 05 The sign-off page

01

One row per screen. Nothing is built until it is signed.

This is the sheet our learning designers fill in for every course before anyone opens the editor. One row is one screen on a phone.

Each row says what the learner sees, what they do with it, which words are on the screen, where those words came from, and whether we kept them, changed them or wrote them new. Changing a row on paper is cheap. Changing a screen that has been built, voiced and translated is not.

MODULE 1 OF 4

1

The wording is not yours

3 lessons · 65 min · challenge at the end

2

Spelling a word: the only table you are allowed

18 min · 80% to pass

2

LEARNING GOAL

3

Spell any word over a bad channel from the standard's own table, and only that table.

SCREEN FLOW

4

1

Guess first

Which pair is how the standard writes J and W?

NEW

2

Quote

When spelling is necessary, only the following spelling table should be used.

AS GIVEN

3

Table

The spelling table, all twenty six, each word to hear.

AS GIVEN

4

Record

Say it back: two words, twelve letters.

NEW

For the expert:

confirm Juliet with one t and Whisky with no e, as the standard prints them.

5

SOURCE

IMO Resolution A.918(22), General 2.1

6

Reading the sheet

- 1 The module band: how many lessons, how long, how it ends.
- 2 The lesson row: number, title, minutes, pass mark.
- 3 One goal, written as something the learner can do.
- 4 Screens in order, each with a block tag and a status.
- 5 The questions we cannot answer without your expert.
- 6 Where every rule and number on the screens comes from.

The block tags

The tag says what kind of screen it is, so the expert and the builder read the same thing.

Content	Text, Quote, Table, Cards, Compare, Statement
Media	Film, Photo, Drawing, Audio
Practice	Record, Sort, Drag and order, Fill the gap, Dictation, Scenario
Check	Guess first, Knowledge check, True or false
Structure	Lesson band, Gate between parts, Summary

The three status tags

NEW	We wrote it. Your expert checks every word, because none of it came from you.
ADAPTED	Your material, cut or reworded for a phone. The expert checks that the meaning survived.
AS GIVEN	Your words exactly: a rule, a quote, a table. Nobody improves it, and the source column says where it lives.

The rules we hold ourselves to

- **Phone first.** One idea per screen. If a row needs two lines to say what the screen does, it is two screens.
- **Words next to what they explain,** and anything that does not serve the goal comes out.¹
- **Every lesson ends on a question.** Students who were tested on a passage remembered substantially more a week later than students who read it again, even though rereading made them feel more confident.²
- **The expert signs before we build.** Not after, when a change means a re-render.

¹ Mayer, R. E. (2020). *Multimedia Learning*, 3rd ed. Cambridge University Press: the coherence and spatial contiguity principles. doi.org/10.1017/9781316941355

² Roediger, H. L. and Karpicke, J. D. (2006). Test-enhanced learning. *Psychological Science* 17(3), 249 to 255. doi.org/10.1111/j.1467-9280.2006.01693.x

02

The lesson page

One sheet per lesson. Status: **N** New, **A** Adapted, **G** As given. Copy the page for each lesson.

COURSE

MODULE

of

MODULE TITLE

LESSONS, MINUTES, HOW IT ENDS

LESSON

LESSON TITLE

MINUTES

PASS MARK

WHO IT IS FOR

LEARNING GOAL: BY THE END, THE LEARNER CAN

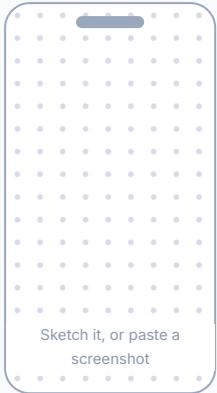
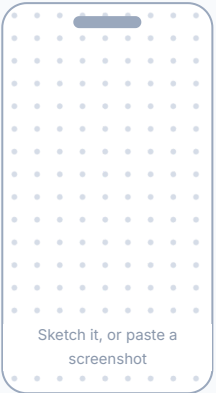
SOURCE DOCUMENTS

#	BLOCK TAG	WHAT THE LEARNER SEES AND DOES	WORDS ON SCREEN	MEDIA	STATUS	SOURCE
1					☐N☐A☐G	
2					☐N☐A☐G	
3					☐N☐A☐G	
4					☐N☐A☐G	
5					☐N☐A☐G	
6					☐N☐A☐G	
7					☐N☐A☐G	
8					☐N☐A☐G	

03

Frames: screen, words, media, interaction

The screens that need a picture before anyone agrees: a hotspot, a drag, a film moment. Not every row needs a frame.

SCREEN	BLOCK
 Sketch it, or paste a screenshot	 Sketch it, or paste a screenshot
ON SCREEN	ON SCREEN
THE LEARNER DOES	THE LEARNER DOES
MEDIA	MEDIA
☐ New ☐ Adapted ☐ As given	☐ New ☐ Adapted ☐ As given

For the expert: what we could not decide without you

04

Knowledge checks and their feedback

Write the feedback before the options. "Well done" teaches nothing: praise carries too little information to help.³ Each wrong option should be a mistake people really make.

Knowledge check NO.

☐ Choice ☐ True or false ☐ Order ☐ Sort

QUESTION

A ☐ Right

B ☐ Right

C ☐ Right

D ☐ Right

WHEN RIGHT: SAY WHY IT IS RIGHT

WHEN WRONG: SAY WHAT IT GETS WRONG

SOURCE OF THE RIGHT ANSWER

Knowledge check NO.

☐ Choice ☐ True or false ☐ Order ☐ Sort

QUESTION

A ☐ Right

B ☐ Right

C ☐ Right

D ☐ Right

WHEN RIGHT: SAY WHY IT IS RIGHT

WHEN WRONG: SAY WHAT IT GETS WRONG

SOURCE OF THE RIGHT ANSWER

³ Hattie, J. and Timperley, H. (2007). The power of feedback. *Review of Educational Research* 77(1), 81 to 112. doi.org/10.3102/003465430298487

05

The sign-off page

We build from this page only once it is signed. Anything changed after that goes back through it.

- ☐ Every lesson has one goal the learner can do, not only know
- ☐ Every screen has a block tag and a status
- ☐ Every New and Adapted row has been read by the expert
- ☐ Every As given row matches the source word for word
- ☐ Every lesson ends on a question
- ☐ Every question has feedback for the right answer and the wrong ones
- ☐ Every rule and number on a screen has a source in the source column
- ☐ Lesson minutes add up to the module band
- ☐ Media is listed: what we generate, what we draw, what you send us
- ☐ Terms agreed: one word for one thing, in every language
- ☐ Pass mark agreed for the challenge

COURSE AND MODULES COVERED BY THIS SIGN-OFF

NOTES FROM THE EXPERT

DECISION ☐ Approved: build it ☐ Approved with the changes above
☐ Back to the designer

Subject expert

NAME

ROLE

DATE

SIGNATURE

Learning designer

NAME

VERSION OF THE STORYBOARD

DATE

SIGNATURE

FILLED IN

One lesson of our own Maritime English course

The real storyboard rows for lesson 2 of *Say It So It Cannot Be Mistaken*. Every rule on these screens comes from one page of one IMO resolution.⁴

MODULE 1 OF 4 The wording is not yours

3 lessons · 65 min · challenge at the end

- 2 Spelling a word: the only table you are allowed** 18 min · 80% to pass
- LEARNING GOAL**
Spell any word over a bad channel from the standard's own table, and only that table.

WHO IT IS FOR
Ratings, cadets and junior deck and engine crew on mixed crews.

#	BLOCK TAG	WHAT THE LEARNER SEES AND DOES	WORDS ON SCREEN	MEDIA	STATUS	SOURCE
1	Guess first	Picks one of four answers before seeing the table, then reads why.	Which pair is how it writes J and W? Juliett and Whiskey / Juliet and Whisky / ...	None	NEW	General 2.1
2	Quote	Reads the one rule the lesson rests on.	When spelling is necessary, only the following spelling table should be used.	None	AS GIVEN	General 2.1
3	Table	Reads the table, taps any word to hear it said.	Letter and code, A Alfa to Z Zulu, as printed.	Audio, 26 words	AS GIVEN	General 2.1
4	Cards	Turns over the eight letters people get wrong.	J: Juliet. One t, and the standard prints it that way on purpose.	None	NEW	General 2.1
5	Compare	Sees one surname spelled two ways, side by side.	Half the table, half ordinary English / The table, start to finish	None	NEW	Ours
6	Photo	A crew list on a chart table.	Most of the names on it are not English.	Stock photo	NEW	Pexels
7	Gate	Opens part two.	Now spell it on the air	None	NEW	
8	Audio	Hears an officer spell a vessel name to port control.	A vessel name, spelled	Voice, script	NEW	General 2.1
9	Record	Spells two names aloud, plays them back against a model.	Say it back: two words, twelve letters	Voice, model	NEW	General 2.1
10	Sort	Sorts eight words: in the table or not.	Eight words, one list	None	NEW	General 2.1
11	Gate	Opens part three.	Write down what you hear	None	NEW	
12	Dictation	Writes a vessel name from a spelled recording.	Listen, and write down the vessel's name letter by letter.	Voice, script	NEW	General 2.1
13	Fill the gap	Fills three gaps from a recording.	The vessel is the Brabo. She spelled it ____, ____, Alfa, ____, Oscar.	Voice, script	NEW	General 2.1
14	True or false	Judges four claims, reads why for each.	Four claims about the spelling table	None	NEW	General 2.1

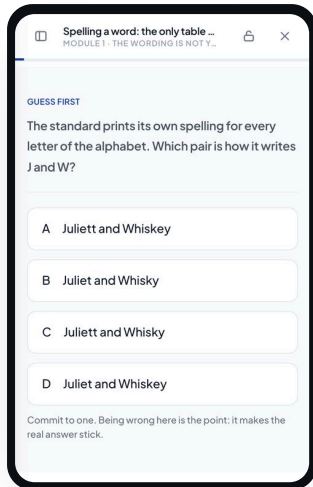
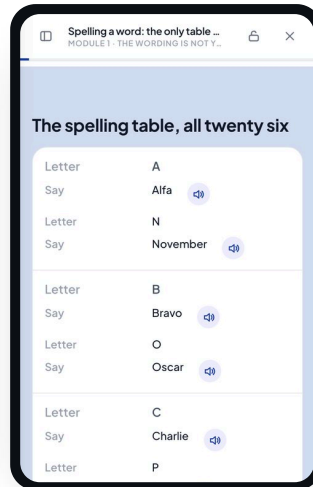
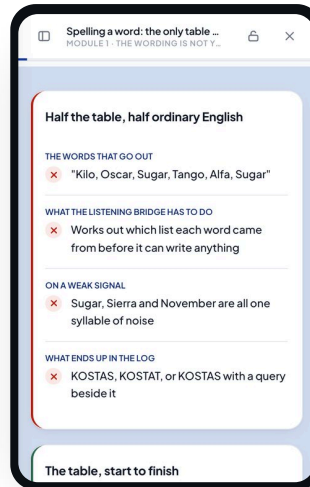
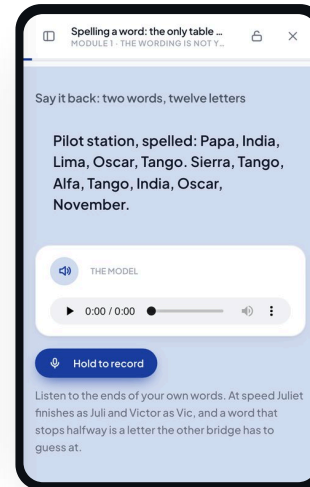
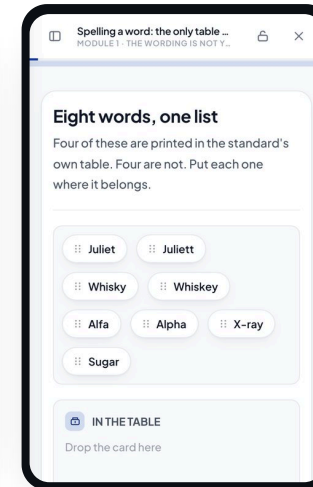
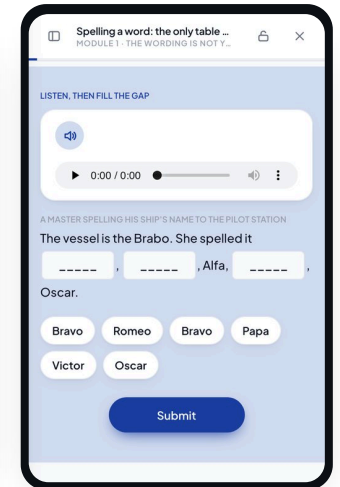
SOURCE IMO Resolution A.918(22), Standard Marine Communication Phrases: General, 2.1 Spelling of letters (page 13). "Ours" means our own example, checked against the same table.

⁴ IMO (2001). Resolution A.918(22), IMO Standard Marine Communication Phrases. [wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/AssemblyDocuments/A.918\(22\).pdf](http://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/AssemblyDocuments/A.918(22).pdf)

FILLED IN

The frames, as built

Real screens from the lesson on a phone. On the paper version these boxes held sketches; we paste the build in as each screen is made.

Screen 1 · Guess first **BUILT**Screen 3 · Table **BUILT**Screen 5 · Compare **BUILT**Screen 9 · Record **BUILT**Screen 10 · Sort **BUILT**Screen 13 · Fill the gap **BUILT**

For the expert:

- The standard prints Juliet with one t, Whiskey with no e, Alfa with an f and X-ray with a hyphen. Learners arrive with Juliett, Whiskey and Alpha from other lists. We teach the standard's spelling only. Confirm.
- Row 3 carries one line from the standard's foreword: the SMCP is required for the certification of officers in charge of a navigational watch on ships of 500 gross tonnage or more. Confirm it stays.
- Rows 8, 12 and 13 spell the vessel names Kostas, Scaldis and Brabo. Tell us if any of them clashes with a ship your crews know.

Sort Screen 10 · Eight words, one list

NEW

Four of these are printed in the standard's own table. Four are not. Put each one where it belongs.

IN THE TABLE

Juliet · Whiskey · Alfa · X-ray

NOT IN THE TABLE

Juliett · Whiskey · Alpha · Sugar

WHEN RIGHT

Juliet with one t, Whiskey with no e, Alfa with an f, and X-ray with the hyphen. Those four are what the table prints, and the table is the whole of the permission.

WHEN WRONG

Sugar is the one that costs you: it belongs to a different list that plenty of crews were taught, and a bridge working from this table has nothing to match it against.

SOURCES

Every claim, **checkable.**

- 1 **Mayer, R. E. (2020).** Multimedia Learning, 3rd edition. Cambridge University Press. Cited for the coherence principle (leave out extraneous material) and the spatial contiguity principle (words near the picture they explain).
doi.org/10.1017/9781316941355
- 2 **Roediger, H. L. and Karpicke, J. D. (2006).** Test-enhanced learning: taking memory tests improves long-term retention. Psychological Science 17(3), 249 to 255.
doi.org/10.1111/j.1467-9280.2006.01693.x
- 3 **Hattie, J. and Timperley, H. (2007).** The power of feedback. Review of Educational Research 77(1), 81 to 112.
doi.org/10.3102/003465430298487
- 4 **International Maritime Organization (2001).** Resolution A.918(22), IMO Standard Marine Communication Phrases. Foreword and General 2.1.
[wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/AssemblyDocuments/A.918\(22\).pdf](http://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/AssemblyDocuments/A.918(22).pdf)

Screens: our own course, captured from the free demo on skillteam.io. Photo: Mazin Omron, Pexels.
Links checked 15 October 2026.

Using this file. The grey boxes on pages 3 to 6 are form fields: type straight into them in Acrobat Reader, Preview or a browser, then save. Or print the pages and fill them in by hand. Copy page 3 once for every lesson.



SEE IT BUILT

Say It So It Cannot Be Mistaken

The IMO Standard Marine Communication Phrases, on a phone. 4 modules, 16 lessons, a certificate with your score. Free.

skillteam.io/courses/maritime-english-entry

Rather have us fill it in?

Send us your SOPs. We storyboard them on this sheet, your expert signs, then we build.

Talk to us: skillteam.io/for-companies