

A day in the life of a non-native English speaker



Benefits

Reduce cognitive load

Clear communications

8:00 am

Elena starts her day by checking her Teams messages on her mobile. She sees a message mentioning that Johnny is "being laid back." Unsure how to interpret this, she uses Copilot to interpret the message and understand the intention.



Microsoft 365 Copilot Chat

Sample Prompt: **What does** "being laid back" mean? Is it positive or negative?

8:15 am

Elena joins a call with several attendees, all actively participating in the conversation. Due to different accents, she uses Copilot in Teams to verify that she is correctly following the content of the meeting.



Copilot in Teams

Sample Prompt: **Summarize what was said** about our new metrics.

9:00 am

Elena finds following the meeting and the chat conversation simultaneously stressful and is distracted by the chat. She uses Copilot in Teams to get a summary of the chat and the meeting in separate sections at the end of the call.



Copilot in Teams

Sample Prompt: **Summarize the chat** in the meeting in separate sections.

4:00 pm

Elena is struggling to find the right words for an email she needs to send to her customer. She uses Copilot in Outlook to draft an email and Coaching by Copilot to ensure her communication is clear, professional, and not misunderstood.



Copilot in Outlook

Sample Prompt: **Draft an email** with current project status. Use **Coaching** to verify clarity.

2:00 pm

Elena uses the narrative builder in PowerPoint to help her structure her monthly review based on the insights she got from Excel. This reduces her cognitive load, helps her recharge, and boosts her confidence.



Copilot in PowerPoint

Sample Prompt: **Help me structure** my PowerPoint presentation based on [Excel file].

11:00 am

Switching gears, Elena receives her FY25 adoption targets and her customer's portfolio. There is a lot of new data, so she uses Copilot in Excel to summarize it using pivot tables to quickly identify key metrics and trends.



Copilot in Excel

Sample Prompt: **Summarize this data** using pivot tables.



Elena is a non-native English speaker and uses M365 Copilot as her personal translator