

# MICRON MOMENTS

## MAINTAINING CONTACTS

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### MAINTAIN GOOD RELATIONSHIPS WITH CONTACTS!

It is important in business to build a network of people. You may need to look for a job for yourself or others, you may need a specific service, or you might just need to maintain a relationship. In this Micron Moment, we will look at some language to help you keep in touch with the contacts you have.

### EXAMPLES

#### Greeting old friends and colleagues

- ✓ I'm not sure if you remember me...
- ✓ I haven't seen you / talked to you for a long time.
- ✓ It's great to hear from you.
- ✓ When was the last time we contacted each other?

#### Asking about life/work

- ✓ What about you?
- ✓ What have you been doing / up to?
- ✓ How's work?
- ✓ How's life? (Slang term)
- ✓ How is business?
- ✓ Are you still...?  
e.g. Are you still working at Micron?

#### Changing the subject

- ✓ The reason I'm calling is...
- ✓ By the way, could you....?
- ✓ With that in mind, could you...?

#### Asking a favour

- ✓ The thing is, I'm looking for someone to...
- ✓ Could you put me in touch with...?
- ✓ I am looking for...and I wondered if...



## Responding to a request

- ✓ I'll certainly think about it.
- ✓ Let's chat/talk about it (later/over dinner/in a meeting)
- ✓ It sounds like an interesting proposal.
- ✓ Send me the details
- ✓ I can't decide on that right now.

## EXAMPLE DIALOGUE

A: Good Morning, ABC systems. How can I help you?

B: Good morning, my name is James, can I speak with Abby Jones?

A: Certainly, I'll transfer you right away.

B: Thank you.

A: Hello, this is Abby.

B: Hello Abby, my name is Marcus. I'm not sure you remember me. We met at the conference in Osaka last year.

A: Yes, Marcus. I do remember, how's life?

B: Life is good, what about you?

A: Things are good with me as well. What can I do for you today?

B: I'm glad you are doing good. The reason I'm calling is we are looking for a new company to make some marketing materials. Would you be interested in working with us?

A: I would need more information but it sounds like an interesting proposal. Let's talk about it in a meeting tomorrow. I will have my assistant coordinate a time with you and they will let me know.

B: Great! Thanks again Abby, and I look forward to our meeting!

## YOUR TURN!

Imagine your instructor is the following people. Have a similar conversation to the ones above and aim to maintain a good relationship:

- 1) Your colleague who recently transferred to Taiwan. You haven't spoken to him/her in 2 years.
- 2) A vendor you used to work with at a previous company that now also supports Micron.
- 3) A previous supervisor whom you haven't seen for 5 years.

Click [here!](#) for more advice and techniques for Meeting English!