

Become a global TM with Aspire's Micron Moments!

THE 6-STEP METHOD

Openings for presentations generally follow six steps (but not always!). The six steps can be done in the order below, or sometimes can be changed to add variety:

- Step 1: Welcoming
- Step 2: Self-introduction
- Step 3: Topic
- Step 4: Audience Benefit
- Step 5: Time
- Step 6: Q&A policy



KEY LANGUAGE

Step 1: Welcoming

- ✓ Good morning/afternoon everyone.
- ✓ Thank you all very much for coming here today.

Step 2: Introducing yourself

- ✓ My name is Mark Watson and I'm with / work in the ... group/department.
- ✓ My name is Mark Watson from the ... department and I'm responsible for ...

Step 3: Topic

- ✓ The purpose of today's presentation is to ...
- ✓ In today's presentation, I'd like to show you ... / tell you about ...

You can also outline your presentation to give the audience a clear overview of what they can expect:

- ✓ In today's presentation I'm going to cover three points:
- ✓ first, I'll give you ... then we'll look at ... and finally, I'll show you ...

Step 4: Audience Benefit

- ✓ This presentation will show you ...
- ✓ This presentation will help you better understand ...

Step 5: Time

- ✓ The presentation will take about 20 minutes.
- ✓ My talk will last about 10 minutes.

Step 6: Q&A Policy

- ✓ If you have any questions, I'll be happy to answer them at the end of my talk.
- ✓ Please feel free to ask questions at any time.

EXAMPLE OPENING

Good morning and thank you all very much for coming here today.

My name is Miki Kondo and I'm with the ME (Manufacturing Engineering) department.

The purpose of today's presentation is to explain the current equipment issue and provide a potential solution.

In my talk, I'd like to cover three points. First, I'll give you some background information about this issue. Then, we'll look at the methods we used to try and solve the issue. Finally, I'll show you the results and identify the best solution to the problem.

By the end of this presentation, you will have a better understanding of the current problem as well as a likely solution.

My presentation will take about 10 minutes and I'll be happy to answer any questions at the end of my talk. Okay, let's get started!

YOUR TURN!

Select a topic below to present. Prepare your presentation opening.

You only have to give the opening today.

- 1) An introduction to your hometown
- 2) Introduce yourself and your job/main duties at Micron.
- 3) A Welcome to Micron presentation for new hires
- 4) Explain one important or beautiful location in Japan
- 5) Your choice: talk on any topic.



Click [here!](#) for example dialogues, audios and videos!

