

Become a global TM with Aspire's Micron Moments!

A KEY SKILL FOR PRESENTING VIRTUALLY!

At Micron we join and participate in many meetings, presentations, and conferences. You might have to explain analytical or numerical information. How can we present this information visually? In this Micron Moment we will be reviewing phrases to help us explain or present information/data visually.

EXAMPLES

Referring to visuals

- ✓ Take a look at this table/graph/chart
- ✓ As you can see from this...
- ✓ This chart shows/illustrates/represents...

Referring to sources

- ✓ It's based on figures/data from...
- ✓ They're from a survey of...

Explaining

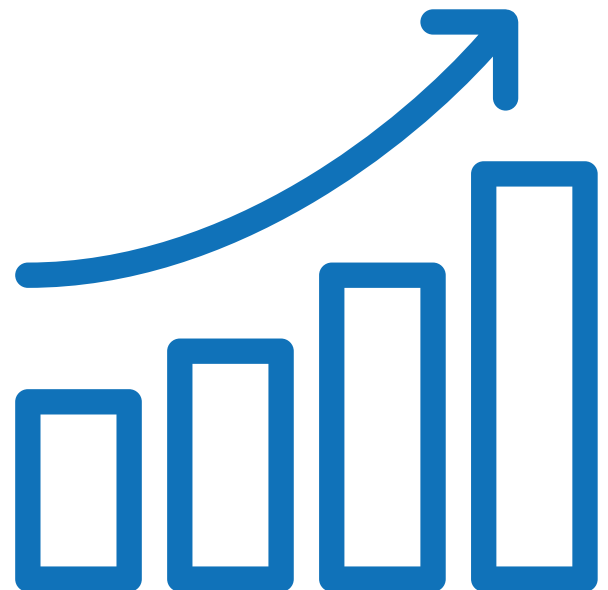
- ✓ It's divided/broken/split into...
- ✓ The green line indicates/represents
- ✓ This upward/downward trend shows...

Focusing

- ✓ I'd like to draw your attention to...
- ✓ Notice in particular
- ✓ This figure represents...

Forecasting trends and changes

- ✓ This increase will definitely continue over the next few years
- ✓ This is going to fall in the future.
- ✓ It will rise/fall/increase/decrease...



EXAMPLE DIALOGUE

Situation 1

HR is giving a presentation on why it's important to improve your English

Jim: Hi everyone and thank you for joining this meeting. Now I'd like to present to you why it's important to improve your English. Take a look at the chart. It illustrates the growth in international employees here at Fab15 in the last five years. The horizontal axel is the increase of international employees. Also, notice this grey line. That's the number of monthly global meetings that are held exclusively in English.....

YOUR TURN!

Share your screen and present some kind of visual information. It could be a Japanese graph/chart or an English table/Excel report. Anything is fine! Try to use the phrases above!



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