

**Become a global TM with Aspire's Micron Moments!**

## **INTRODUCE YOURSELF PROFESSIONALLY WITH THIS MICRON MOMENT!**

When you meet people at work for the first time, you will have to introduce yourself. This introduction may be brief, such as at the start of a global online meeting or presentation. However, it could be longer, such as when you introduce yourself at the start of a training course or at the first meeting of a new project. In each situation, you will want to create a good first impression of yourself, so it is a good idea to think about how you will introduce yourself in advance. Please see the example sentences and self-introductions below.

### **EXAMPLES**

#### **Introducing yourself**

- ✓ Hello, my name is Hiroshi Sato.
- ✓ Hi, I'm Suzanne Jones.
- ✓ May I call you Hiroshi?
- ✓ Please call me Suzanne.

#### **Your company**

- ✓ I work for Micron. /I'm with Micron.
- ✓ We are a global semiconductor company, and our head office is in the US.
- ✓ We produce computer memory and computer data storage, including DRAM and flash memory.
- ✓ I have been working for Micron since 2015/for five years.
- ✓ I have worked at Micron since 2018.
- ✓ I joined Micron in 2018.

#### **Your job**

- ✓ I work as an engineer in the QE department.
- ✓ I'm an accountant in the Finance department.
- ✓ I'm with the Facilities department.
- ✓ I work in the Data Science group in the QE department.



- ✓ I'm a member of the YE group in the ADTJ PIE department
- ✓ I'm the manager of the CAD group in the TD department.
- ✓ I'm a process engineer based at Fab 15 in Hiroshima.

### **Your work and responsibilities**

- ✓ I'm responsible for (recruiting new team members) and (training newly hired employees).
- ✓ I work in (finance).
- ✓ I specialize in (yield enhancement).
- ✓ My work consists of/involves (checking the wafers) and (finding defects)
- ✓ I deal with enquiries from our customers.
- ✓ I'm in charge of a team of engineers in the TD department.
- ✓ I work with the other engineers in my department and some tool vendors.

### **Current activities**

- ✓ Currently, I'm working on a tool installation project in the new factory.
- ✓ I'm running a campaign to promote stairwell safety onsite at the moment.

### **Closing**

- ✓ I'm looking forward to working with all of you.
- ✓ I'm very pleased to meet you.

## **EXAMPLE DIALOGUE**

### **Introducing yourself to global colleagues in an online meeting**

- ✓ Good morning. This is Ken Suzuki from the Tokyo office.
- ✓ Hello everyone. My name is Hiroshi Sato and I'm an engineer in the TD department at Fab 15.

### **Introducing yourself face to face with a new business acquaintance**

Hello, I'm Aki Suzuki. Please call me Aki. I work in the Finance department at the Tokyo office. I'm very pleased to meet you.

### **Introducing yourself to team members from different departments in the first meeting of a new project**

Hello everyone. I'm Keisuke Nagai and I'm a senior engineer in the ME department. I've been with Micron for over 20 years. I'm responsible for installing new tools in the factory and maintaining the equipment in the cleanroom. The reason I'm here is that I will be the lead engineer for this tool installation in the new building. I'm looking forward to working with all of you.

## **Introducing yourself at a recruitment event for college students**

Hello, I'm Hiroshi Sato and I'm a sales manager with Micron. Micron produces computer memory and computer data storage, including DRAM, flash memory and USB flash drives. I've been working for Micron for 20 years. I'm responsible for the company's international sales, so I spend a lot of time travelling and meeting customers. I'm here today to tell you more about Micron and to let you know about the employment opportunities at one of the leading global manufacturing companies.

## **Introducing yourself as a part of your presentation opening**

Good morning and thank you all for coming today. My name is Miki Kondo and I'm with the ME department. My job involves maintaining the equipment and dealing with any problems with the tools. In my presentation today, I'd like to explain the current equipment issue and provide a solution. My presentation will take about 10 minutes and I'm sure you'll have a better understanding of the current problem by the end of my talk. If you have any questions, feel free to ask them anytime. Okay, let's start.

## **Introducing yourself at the start of a new English training course**

Good morning, everyone. My name's Keiko Suzuki and I work as a recruitment specialist in the HR department. In my job, I'm responsible for recruiting new team members and training newly hired employees during their initial boot camp training. Currently, I'm recruiting engineers for the new factory in Fab 15. I'm taking this English class because there are many English-speaking team members in Micron whom I support, and I'd like to be able to communicate with them in English more fluently.

## **YOUR TURN!**

Introduce yourself in some of the situations listed below.

1. At the start of a global online meeting.
2. Face to face with a team member from another Micron site.
3. At the start of the first meeting of a new project to members from different departments.
4. At a recruitment event at a college. The students may not know much about Micron.
5. At the start of a presentation as a part of your presentation opening.
6. At the start of a new training course with members from many different departments.

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