

Become a global TM with Aspire's Micron Moments!

INTERRUPT POLITELY

When you need to interrupt someone in a meeting, it can be difficult to do it smoothly. The following guidelines will help you to interrupt politely:

- Interrupt after someone has finished a sentence or a thought.
- Begin or end your interruption with an apology.
- Make your interruption as brief and precise as possible.

See the examples below for more details!

EXAMPLE SENTENCES

When you need to deliver a message

- ✓ (I'm) sorry to interrupt, but I (have to leave now).
- ✓ I don't mean to interrupt, but (I think Hiroshi has some information about this).

When you need to ask a question or want to clarify something

- ✓ Sorry to interrupt, but (can I ask a question?)
- ✓ (I'm) sorry for interrupting, but (I'd like to make sure I understood you correctly).

When you want to add an opinion or join a conversation

- ✓ Can I just say something here?
- ✓ Sorry, before we move on, I'd like to say

When you want to correct someone politely

- ✓ Sorry (person's name), but perhaps you meant ...?
- ✓ Excuse me (person's name), but I heard/thought the meeting was on Monday, not Tuesday.
- ✓ Sorry (person's name), but (actually) ...



EXAMPLE DIALOGUES

Ken: The next global meeting with Fab 4 will be next Thursday at 10:00 am.

Mari: Sorry Ken, but perhaps you meant next Wednesday at 10:00 am?

Ken: Oh, yes that's right, Mari. Thanks for correcting me.

Keiko: Will you be able to submit your report next Friday?

Mark: Sorry Keiko,
but actually, it's a holiday next week.

Keiko: Oh, that's right. Thanks for reminding me. Ignore what I just said, please submit your report the following week.

YOUR TURN!

Try the exercises below with your instructor!

1) Explain something to the other person. For example, something about Micron, some recent news story or some information about yourself. The other person should interrupt a few times to correct any mistakes or to add information.

2) Hold a small meeting (use the GBOA structure to start) about the following topics. Try interrupting the other person a few times:

Topics:

- The best season in Japan
- The best place to visit in Japan
- How to improve motivation in your workplace
- The best food in the Micron cafeteria
- Your idea

3) Listen to a small presentation given by your instructor. There will be many mistakes in it. Interrupt your instructor and correct the mistakes.



Click [here!](#) for more advice and techniques for global meetings!