

Become a global TM with Aspire's Micron Moments!

### WELCOME TO MICRON!

Many visitors come to your site every day. They may be from another Micron site or they may be one of your vendors. If you have been asked to meet them, you will need to know some useful English phrases to use in this situation. First impressions are important, and the visit will get off to a good start if you can engage in some small talk and create a rapport with the visitor. This will allow you to develop a good relationship with them.

### EXAMPLE LANGUAGE

#### Welcoming

- ✓ Good morning/afternoon.
- ✓ Welcome to (Fab 15 / Hashimoto / the Tokyo office).
- ✓ Nice to meet you / see you again.
- ✓ Thank you for coming.

#### Asking about the journey

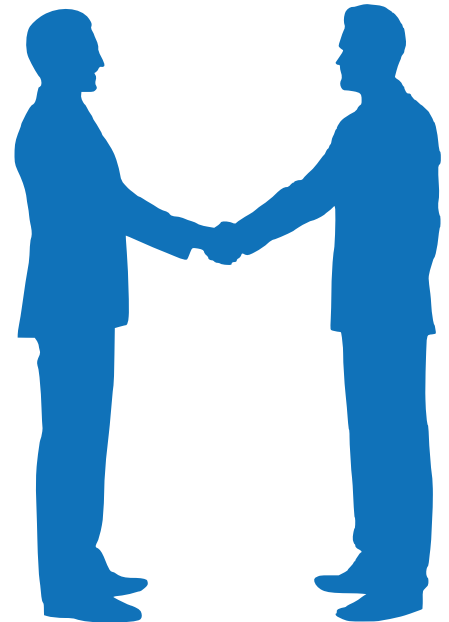
- ✓ Did you have a good trip?
- ✓ How was your flight/journey?
- ✓ Did you have any trouble finding us?

#### Being hospitable

- ✓ Can I help you with your bags? / Let me take your coat.
- ✓ Let's go to the (meeting room). It's this way. / (Please) come this way.
- ✓ This is the meeting room. Please take a seat.
- ✓ Can I get you / Would you like a coffee?
- ✓ Can I help you with anything?

#### Small talk

- ✓ Is this your first time in Japan?
- ✓ Have you been to Hiroshima / Hashimoto / Tokyo before?
- ✓ What was the weather like in ... before you left?
- ✓ How are things in (Boise / Taiwan)?
- ✓ Will you have any free time while you're here?



## Other details

- ✓ Let me explain today's schedule. This morning, we'll ... Then, after lunch, we'll ...
- ✓ You'll need this ID card to get around the site. Make sure to keep it with you.
- ✓ The meeting will start in 30 minutes. Let me know if you need anything.

## EXAMPLE DIALOGUE

**John:** Hello, I'm John Smith from ABC Tools. I have an appointment with Takashi Ikeda.

**Takashi:** Hello Mr. Smith. I'm Takashi Ikeda. Welcome to Fab 15.

**John:** Thank you very much, Mr. Ikeda.

**Takashi:** It's nice to finally meet you. And please, call me Takashi.

**John:** Sure.

**Takashi:** So, how was your journey?

**John:** It was fine, thanks. The flight was long though.

**Takashi:** Ah. Well, I hope you could relax. Let's go to the meeting room. It's this way.

**John:** Okay, after you.

**Takashi:** Is this your first time in Japan?

**John:** No, I came here last year. It's a lovely country.

**Takashi:** Will you have any free time while you're here?

**John:** Just one day. I think I'll visit Miyajima.

**Takashi:** Good choice. Well, this is the meeting room. Please take a seat.

**John:** Thanks.

**Takashi:** Can I get you a coffee?

**John:** Yes, please. That would be nice.

**Takashi:** The meeting will start in 30 minutes. Let me know if you need anything.

## YOUR TURN!

Have a conversation where one person is the Micron host, and the other person is the visitor (from another Micron site or a vendor). In your conversation, try to include the following points:

- Greetings
- Going to the meeting room
- Being hospitable
- Asking about the journey
- Small talk
- Explaining any details about the visit



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