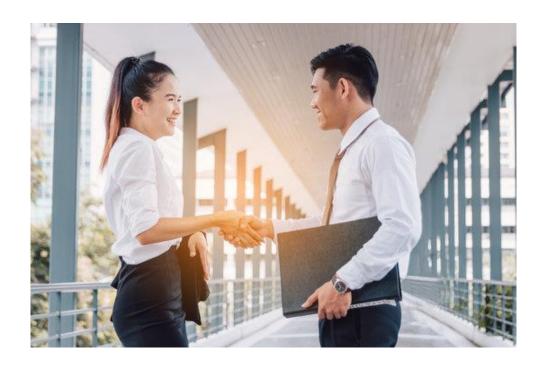# OPEN Basic Workshop

English Helpdesk

Feb 2023: Introducing Yourself at Micron

Introducing Yourself at Micron

At Micron you may need to **introduce yourself** to a global co-worker, a vendor, or a visitor in English. Learn some useful phrases in this workshop to help you do this successfully. Keep your introduction short and simple and make a great first impression!
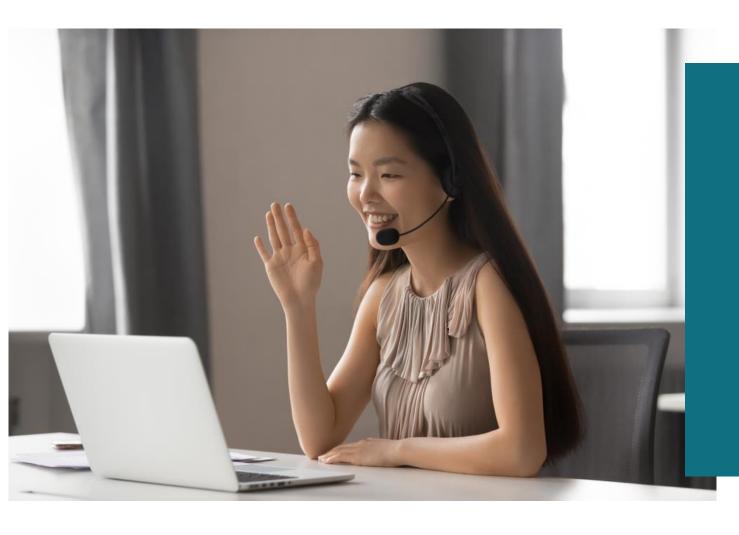
Introducing Yourself

In English, say your given name first and your family name second. Also, you can shorten your name if it is long.

- **Hello, my name is** Kenta Yamanaka.

- **Hi, I'm** Akiko Takahashi.

- **Hello, my name is** Masanori Yamamoto, but please call me Masa.

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Talking about your Job

There are two ways to do this.

- **I'm a** Data Science Engineer.
- **I'm a** Facilities Coordinator.
- **I work as** a Senior Process Engineer.
- **I work as** an Internal Communication Specialist.

Talking about your Location

Again, there are two main phrases for this.

- **I'm based at** Fab 15 in Hiroshima.
- **I'm based at** the Design Center in Hashimoto.
- **I work in** Shinagawa in Tokyo.
- **I work in** Osaka.

Talking about your Team or Department

A long list of letters for your team or department, such as HVM PEE CVD, is difficult for others to understand. Try to keep it simple.

- **I work in** the Finance department. (I work in Finance)

- **I work in** the CSM team in the QE department. (I work in CSM / QE)

- **I'm with** EHS Safety. (I'm with EHS)

- **I'm with** CVD in PEE. (I'm with CVD / PEE)

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Talking about your Responsibilities

Try to say your main duty in a simple way.

- **I'm responsible for** designing layouts for photo masks.

- **I'm responsible for** maintaining the equipment in the clean room.

- **I'm involved in** running training courses for our new team members.

- **I'm involved in** preparing announcements to share site news.

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Introducing Yourself to People Outside of Micron

Tell the other person the name of your company.
They may not know Micron, so tell them what Micron does in a simple way.

- **I work for** Micron.

- **I'm with** Micron.

- We **make** memory chips for computers and cellphones.

- We **produce** memory chips for iPhones.

Examples of Self-introductions

Situation: Meeting a team member from another department at your site

Hi, I'm Akiko Takahashi.

I'm a planning engineer with IE.

I'm responsible for maximizing production to meet customer demand.

Situation: Meeting a global team member from another site in an online meeting

Hi, I'm Keiko Sato and I'm based in Hashimoto

I'm an engineer with the Fracture team.

I'm involved in processing the data for the Tapeout.

Situation: Meeting someone from another company outside of Micron

Hello, my name is Kenta Yamanaka, but please call me Ken.

I work for Micron. We make memory chips for computers and cell phones.

I'm a process engineer and I'm based at Fab 15 in Hiroshima.

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Workshop Activity

Select a situation from below and introduce yourself:

1. You are meeting a team member from another department at the same site.

2. You are meeting a global team member from another site in an online meeting.

3. You are meeting someone from another company outside of Micron.

THANK YOU!

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