

OPEN Basic Workshop

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Introducing Yourself at Micron

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At Micron you may need to **introduce yourself** to a team member from another department, 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.



Talking about your Job

There are two ways to do this.

- **I'm an** Equipment Engineer.
- **I'm a** Facilities Coordinator.
- **I work as a** 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 CVD team in the HVM PEE department. (I work in CVD)
- **I'm with** the Safety team in the EHS department. (I'm with EHS Safety)
- **I'm with** the Layout team in the DEG LPDDR Design department.



Talking about your Responsibilities

Try to say your main duty in a simple way.

- **I'm responsible for** maximizing production to meet customer demand.
- **I'm responsible for** maintaining the Photo 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.



Examples of Self-introductions 1

Situation: Meeting a team member from another department at the Hiroshima site

Hi, I'm Akiko Takahashi.

I'm an engineer with the CVD team in the MFG ME department.

I'm responsible for operating the CVD tools in the clean room.

Situation: Meeting a team member from another department at the Hashimoto site

Hello, my name is Hironobu Sakamoto, but please call me Hiro.

I'm an engineer in the Layout team in the DEG LPDDR Design department.

I'm involved in designing layouts for memory chips for manufacturing.

Examples of Self-introductions 2

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

Hello, my name is Hiroshi Sato and I'm based at Fab15 in Hiroshima.

I'm an engineer in the Workforce Development department.

I'm responsible for running training programs for new employees.

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

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

I work as an engineer with the global Tapeout team.

I'm involved in processing the data for photo masks.

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.

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.



Introducing yourself to someone from outside of Micron

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.

THANK YOU!



Neil McDonald



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