Keep your answers to 1 1/2 to 2 minutes long.
Speak in a clear, audible voice. Listen to how quickly you speak and look for moderation.
Use good grammar and diction. Say "yes", not "yeah". Don't punctuate sentences with "you know", "like", "see", or "okay".
Maintain eye contact, but don't stare. Your aim should be to stay with a calm, steady, non-threatening gaze.
Be aware of your body language/non-verbal communication. Give a firm handshake, sit up straight, avoid folding your arms, keep your hands away from your face. Smile naturally when the opportunity arises.
Demonstrate active listening by giving complete answers to the questions being asked. Do not start your answer until the interviewer has completed asking the question.
Give specific examples when answering questions. Use illustrations, descriptions, and statistics to support your claims.