

- 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.