

Interview Communication Tips

Overview

Use this document to learn how to speak more clearly and confidently in interviews. This document lists common filler words and alternatives to use instead. It also covers practical tips to help you deliver responses with better clarity.

Alternatives to Common Filler Words

Filler Word	Alternative
"Um", "uh"	Pause for a moment. This will give you time to think.
"Like"	Rephrase the sentence or drop it entirely.
"You know"	Drop it entirely. Trust that your message is clear.
"I think..."	Instead, say "I believe".
"Sort of", "kind of"	Use more direct language, such as "It was" or "I decided to".

Response Delivery Tips

- Pace yourself and aim for a steady, natural rhythm. Try not to rush.
- Pause with purpose. Silence shows control and gives you time to think.
- Vary your tone to highlight key points to avoid sounding monotone.
- Sit or stand with good posture, as this affects how your voice carries.
- Smile during interviews, even on the phone, as it naturally lifts your tone.
- Let your enthusiasm come through when discussing work you're proud of.