



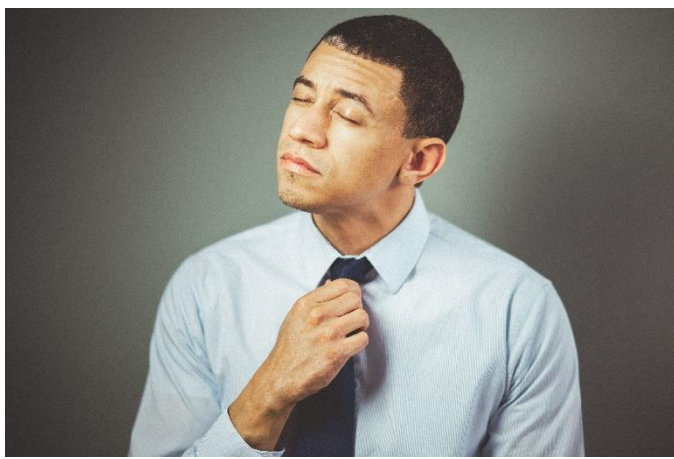
American**Job**Center<sup>®</sup>

# Seven Public Speaking Tips to Ace Your Next Interview



## *Lesson Objectives:*

- Discover how nervousness affects your interview
- Learn public speaking tips that you can use to help you ace more interviews
- Understand how these tips will help you through a fun activity at the end



# Nervousness & Your Interview

- **Glossophobia**, the fear of public speaking, affects as many as 3 out of 4 adults, and job seekers are no exception.
- The thought of job interviews can trigger:
  - tongue ties,
  - sweaty palms,
  - nausea,
  - stuttering and
  - many other nervous tics!

# Nervousness & Your Interview

## Why do we get nervous when it comes to job interviews?

- Dr. Tamar Chansky states, “When we perceive that we are in a high stakes situation, the brain doesn’t distinguish the high stakes of a job interview-where it would help to be calm, cool and collected-from the high stakes of being under threat from attack.
- Andy Teach, author and host states, “I think that nervousness prior to a job interview is caused mostly by the fact there’s so much at stake.”

# So how can I ace my interview ?

## Use These Public Speaking Tips:



- ✓ Be Prepared and Practice!
- ✓ Know when to wrap it up
- ✓ Think of the interview as a conversation
- ✓ Think Positively and be Confident!
- ✓ Breathe and take your time
- ✓ Know yourself
- ✓ Bridge the gap between confidence and enthusiasm

# Tip #1: Know Yourself

## #1 Question asked in Interviews?

*Tell me about yourself...*



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# Know Yourself—You're the Expert!

- "Tell me about yourself" really translates to:
- “What can you tell me about how your **personality, interests, work habits** and **background** will help you rock this position?”

## **BEFORE YOU ANSWER:**

- A. Think Back to When You Applied for the Job
- B. Focus on the Reason you Applied
- C. No One Knows You Better Than You!
- D. Show Why You're the Best for the Job

# Tip #2: Bridge the Gap between Confidence & Enthusiasm (Then Marry the 2)

## WHAT IS CONFIDENCE?

***Confidence** is belief in your own abilities, your ability to succeed, and your self-assurance.*

## WHAT IS ENTHUSIASM?

***Enthusiasm** is when you're passionately interested; your eagerness. It is basically an excited interest.*



# Bridge the Gap: Confidence & Enthusiasm



How many times have you been ***confident*** in your ability to perform a task but not necessarily ***enthused*** about doing it (or vice versa)?

To create a healthy balance between the two:

- a) Draft a list of reasons you're confident about your ability to do the job
- b) Pair each one with a reason why you're enthusiastic about showing up for the job.



## Example:

"In over 15 years as a graphic designer, I've mastered a number of software programs and techniques. Those skills have helped me contribute to some great work, but the best part of the experience, for me, is collaborating with a team to build something that clients can fall in love with."

# Tip #3: Be Prepared and Practice!!



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# How to be Prepared

## Do your research!

- ✓ Know their products
- ✓ Know what they do
- ✓ Be familiar with who you are interviewing with
- ✓ Write down questions you have for the interviewer
- ✓ Practice answers to anticipated questions aloud
- ✓ Write down 3 to 5 things you want the interviewer to know about you before the interview ends
- ✓ Know the company's mission statement



# Practice makes Perfect!

- **DON'T** recite your resume!
- Practice describing your previous role into an actual conversation
- Imagine your resume bullet points as complete sentences
- Do a mock interview with a friend and video record your answers
- Ask yourself, "Can I really see myself saying this?"



# Tip #4: Know When to Wrap it UP



# Know how to Wrap it UP!



- Don't be a rambler or bad listener!
- Always be mindful of the length of your answers
- Don't be afraid to simply stop talking once you've answered the question
- Less is more: If you can effectively communicate a point in five words, don't use 25

# Need a little practice on this?

- **Do a search** for the “*most asked interview questions*” relevant to the position you’re applying for
- **Write down** the ones you struggle with and practice answering them
- **Open-ended** questions sometimes require lengthier responses
- **Practice** providing a thoughtful answer in fewer than **60 seconds**



# Tip #5: Think of the Interview as a Conversation

“While it may be difficult to do, **don’t think of it as a job interview,**” Andy Teach, author and host says.

# It's Just a Conversation!



- Change Your Perspective from “Interrogation” to “Conversation”
- Remember, you may not be the only one who’s nervous! Interviewers get nervous too

# Tip #6: Think Positively and Be Confident!

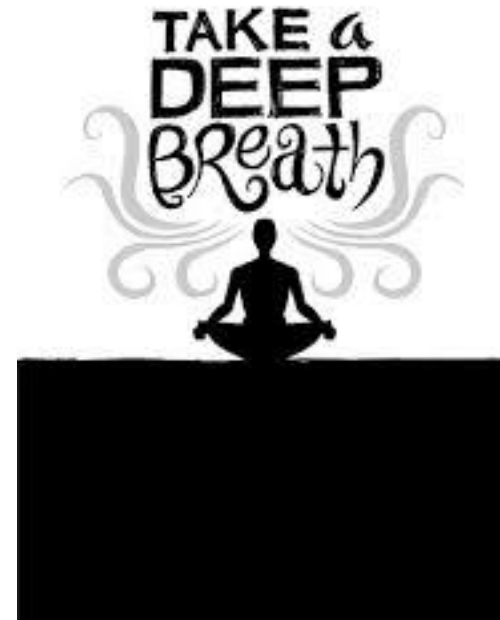
- Prior to the interview, **visualize** yourself doing a great job, answering the questions **clearly** and succinctly and impressing them with **your knowledge** of the company.

# Just Relax!

- If you experience shaky hands, fold them and place them in your lap
- If you experience shortness of breath, take several deep, calming breaths to calm yourself
- Try to maintain a **natural** smile

# Tip #7: Breathe and Take Your Time

- When we're stressed or anxious we tend to take quick and shallow breathes
- Take a deep breath in and then exhale (Woosah)
- When we are relaxed we can think more clearly



# Slow Down!

Some people are known for **talking too fast** and when they do it makes all the words run together and that makes for an unpleasant listening experience for other people in the room however it turns out that in many cases it is possible for people to listen at rates much faster than that at which we normally speak in fact the bottom line is that people need to be able to make the natural distinctions between words and phrases in speech and it is the shortcoming of the fast talker that they fail to separate the words sufficiently for people to understand.

- **Take your time!**
- Formulate your thoughts
- Make Quick notes
- Provide well thought out answer



# Remember...

- Fear and excitement can often produce the same physiological responses, but don't confuse the two!
- Remember that while an interview can be stressful, it's also exciting!



Of course, no two interviews are the same, but if you **apply these tips**, you're guaranteed to **boost** your odds of getting a call back!

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## Summary:

- Nervousness is a common feeling when it comes to Public Speaking and Interviews.
- Be sure to apply the 7 Public Speaking tips from this class to your next interview
- Remember, **Confidence** and **Self-assurance** are your best assets in an interview!



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