

Speaking to the Skills I Have Online Workshop Module 6 & Handout 4

How to speak with Confidence during an interview

One of the key elements in being a successful assertive communicator is being able to speak with confidence.

In the following exercise, indicate if the statement is true or false.

When speaking with confidence, you should...

- Express yourself in a positive and confident way T / F
- Highlight what you can do and what you will do for the new company T / F
- Use language that focuses on solutions T / F
- Avoid asking questions T / F
- Ensure the interviewer is aware of your salary expectations T / F
- Be respectful, using tone and language appropriate to the purpose and audience T / F
- Constantly ask the interviewer if they are understanding what you are saying T / F
- Speak with sincerity T / F
- Be prepared T / F
- Practice, practice, practice T / F

Regarding tone and language, always be sure to communicate how your skills will be a fit for the workplace.

The last statement of practice, practice, practice is extremely important - especially if speaking about your skills is a challenge for you.