

How to give a great interview

(A checklist for non-native English speakers)

- Use confident body language.** Even if you feel nervous, taking an open, powerful posture will make you look and feel more confident! Take deep breaths and try to be calm. Avoid fidgeting, rocking in your chair, nervous laughter, etc.
- Pay attention to your speed and volume.** Many people speak too quickly when they feel nervous. Don't try to speak more quickly than is comfortable for you. It's better to take your time, speak clearly, and pause when you need to. Also, don't speak too quietly because this will also make you sound nervous.
- Use good intonation and speak clearly.** Speaking clearly is more important than speaking perfectly. Having good intonation will make it easier for native speakers to understand you. Practice putting the stress on important words like nouns and verbs. Native speakers listen for these key words and will be able to follow you more easily.
- Be direct.** Keep your answers short and stay on the topic of the question. Give facts and details that show why you are a good candidate, but don't take a long time to share them. For example, if you went to the best school in your country or won a special award, you should explain those things, but don't tell a long story about it. Start with the point and most important details. If the interviewers want to know more, they will ask you to say more.
- Be positive and focus on your strengths.** "Talk yourself up" and focus on what you do well. Don't complain about past jobs and don't point out bad qualities in yourself. Remember that being multilingual and having international experience is an advantage you have over others. Don't apologize for your English or accent, just try to be clear.
- Ask questions if needed.** If you don't understand something, it's ok to ask the interviewer to repeat it. It's also ok to say that you don't understand a question and ask them to say it another way.
- Avoid filler words, uptalk, and vocal fry.** Try not to use a lot of filler words such as *um* or *like*. It's better to take a short pause if you need a moment to think. Also avoid using uptalk or vocal fry when you speak. Although many people speak this way, it makes the speaker sound nervous and inexperienced. Also, don't try to memorize your answers.
- Do your research and prepare.** Take the time to learn about the place where you are interviewing and think about what questions they might ask you. Be ready to explain why you want to work there and how you will benefit them. Also take the time to research common interview questions, especially questions for your industry.
- Learn the vocabulary to talk about your work and your industry.** Look carefully at the job posting and the company website to find words you need to learn. Be sure you know the words to explain your work and to talk about your industry as well. This includes knowing the correct pronunciation and common phrases.
- Practice makes perfect!** Practice answering common interview questions and record yourself. Then, watch the recording and use this checklist to see how you can improve. To make it more realistic, get a friend to practice interviewing you. If you want more authentic practice and feedback, work with an English coach!

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