

inspire,
inform,
empower

Toolkit

Steps

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Next

Talking the Talk

We change the way we speak when we talk to different people without even thinking about it. You probably use different words and phrases when you are in school or college, at home with your family, or hanging out with your friends. Job applications and interviews are no different. In these situations, we change the way we speak to come across as professional as possible.

To help you think about the language you use, we've created a handy list of words / phrases you might normally use with employer-friendly alternatives.



Tip:

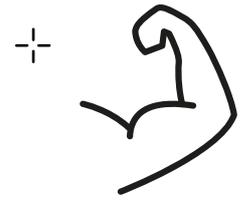
Practice using this 'professional' language when you're talking to your family / friends / yourself in the mirror. Practice will make the phrases come more naturally!

Etiquette (politeness)



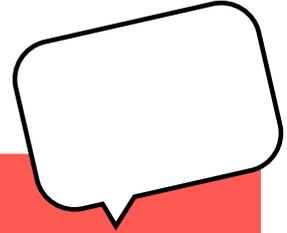
Instead of saying...	You could say...
Hiya.	Hi, it's nice to meet you.
Cheers.	Thank you for your time.
What? / Sorry? / Pardon?	Could you repeat the question please?
Kind of / Sort of.	Somewhat.

Strengths and weaknesses



Instead of saying...	You could say...
I'm not very good at...	I have less experience in... I'm working on my skills in...
I'm good at telling people what to do.	I have strong leadership skills.
I'm chatty.	I am friendly and outgoing.
I am good at...	I have skills in... Some of my strengths are...
I'm good at talking to people.	I have strong communication skills.
I'm always happy.	I have a positive attitude.
I work well with people.	I'm a team player.
I want to get better at...	I'd like to develop my skills in...
I've been doing ... for a long time.	I have a lot of experience in...
I just get on with things.	I'm self-motivated.

Questions for employers

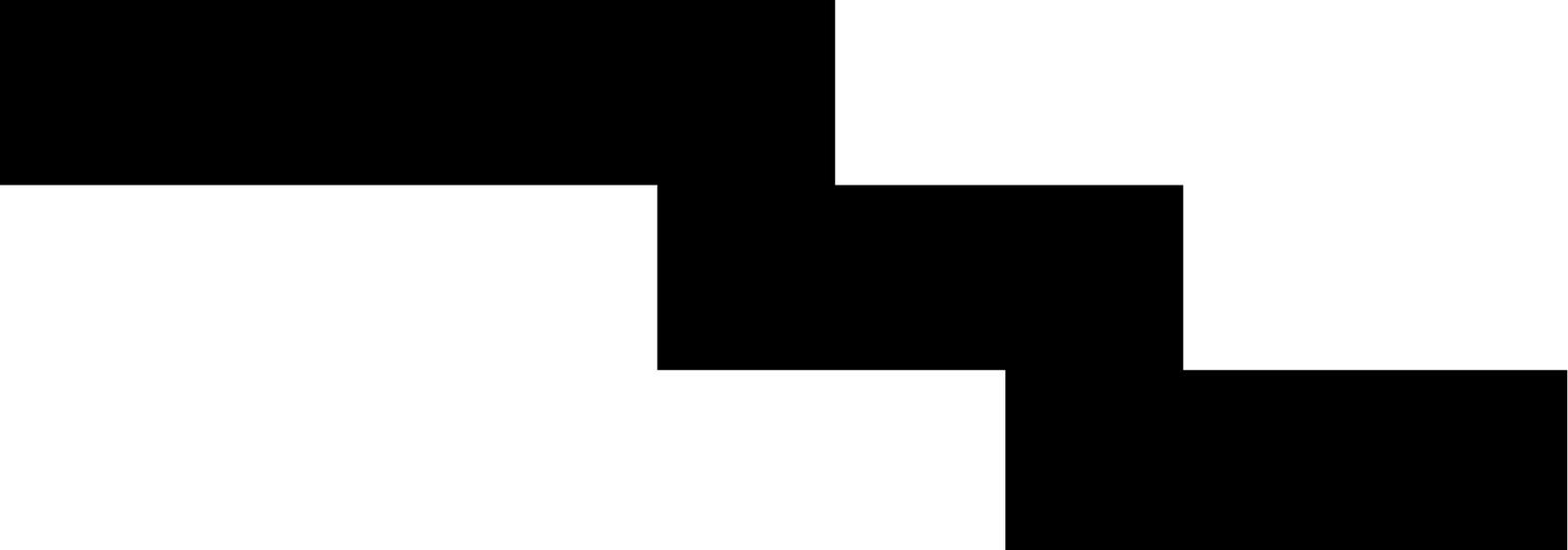


Instead of saying...	You could say...
Can I work my way up?	Are there opportunities for career progression?
What are the people like?	How would you describe the team I would be part of?
When will I hear about the job?	What are the next steps?

Other phrases



Instead of saying...	You could say...
I'll try to...	I will.
I can't wait to...	I'm excited to...
I can work whenever.	I am flexible.
I love...	I'm passionate about...



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