

Tips to Avoid Verbal Fillers in the Professional Setting



01 Practice/Rehearse often

- If you've already thought about how to answer a question, you're less likely to use fillers.

02 Think Before you Speak

- It's better to take a few seconds to collect your thoughts, know what you want to say, and then begin than jump in without really knowing where you're heading.

03 Be Direct

- Convey what you want to in a simple, straightforward manner.

04 Be Conscious

- Listen to yourself as you speak for the use of "ums," "like," etc.

05 Record Yourself

- If possible, while practicing or during your presentation, try recording yourself.
- We sometimes don't hear the fillers when we're speaking, but they can become very noticeable when we listen to a recording.

QUESTIONS?

REACH OUT TO CAREER@HILBERT.EDU