

Keys to Answering Questions Effectively

1. **Be deliberate** - *Take a breath and take time to think through your answer before you begin.*
2. **Be complete** - *Explain your answer. If you answer with several points, count them off with your fingers as you answer. Be complete with your answer, but don't ramble. You should answer 3-5 questions during your 5 minute time limit.*
3. **Answer with confidence** - *Hesitating leads the judges to believe that you are not sure about your answer.*
4. **Avoid bluffing** - *If you do not know an answer, say so without hesitation. If you are limited in your knowledge of the subject, admit you may not know the complete answer and share what you do know.*
5. **Ask the judges to repeat the question** - *Sometimes judges will reword questions to clarify what they are looking for in your answer. This is also a good way to stall if you need a few more seconds to think through your answer. Do not do this with every question.*