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Qualifiers & Junk Words

Many people are not aware that they are using junk words or phrases, jargon, or qualifiers, so ask for feedback. These things distract and irritate your audience and dilute, pollute, and block your message.

Junk Words

- Uh
- Um
- Anyway
- Like
- OK?
- Yup
- Next

Junk Phrases

- You know?
- I know
- To be honest with you
- If you will
- Totally complete
- Absolutely
- Like I said

Jargon

- Manpower
- Man-hour
- Chairman
- Acronyms
- Shortened job titles

Qualifiers

- Probably, possibly
- Sort of, kind of
- I think, I hope, I might
- I could be wrong

Alternatives to replace qualifiers and junk words:

- Ask a question – “How many of you...”
- Point-by-point – “There are several points...”
- Flashbacks – “Do you remember when I said...”
- Internal summaries – “To recap the points...”
- Numbering – 1...2...3

Check It Out!

What Corporate People
Sound Like