

DISCUSSING YOUR WEAKNESSES

A Simple Formula To Remember:

Weakness → Action → Improvement

Example: *"One area I've been developing is my confidence with public speaking. I sometimes find presenting to larger groups challenging, as nerves can affect how clearly I communicate my ideas.*

To improve this, I've made a conscious effort to take part in more presentations and spend extra time preparing beforehand. This has helped me become more confident and composed when speaking in front of others, and I've noticed a real improvement in how effectively I communicate my ideas."

REMEMBER:

Employers don't expect you to be perfect. They expect you to be improving.

**QUICK
TIPS**

STEP ONE: CHOOSE A REAL WEAKNESS

Pick something that is:

- Honest
- Is NOT critical to the role
- You are working on improving

Examples include:

- Confidence speaking in groups
- Overthinking
- Feeling nervous in new situations
- Asking for help
- Organisation skills



YOUR EXAMPLE

Write down a weakness you have identified and practice answering the questions.

1. Your weakness:

2. What are you doing about it?

REMEMBER:

Show effort! For example: "I am practising..." "I am using new techniques to manage my..." "I have requested feedback from [blank] in order to..."

**QUICK
TIPS**

STEP THREE: SHOW IMPROVEMENT

Make sure to end on a positive note!

- What has improved?
- How have you managed to do this?
- What have you learned?



YOUR EXAMPLE

Write your improvement here:

STEP FOUR: BUILD YOUR ANSWER

Put all of your examples together

Example 1:

"I used to lack confidence speaking in front of groups, but I've been working on this by taking part in presentations at college. This has helped me become more comfortable, and I've seen a big improvement in my confidence."

Example 2:

"I sometimes struggled with time management, but I've started using a planner to organise my tasks and deadlines. This has helped me stay on track and be more organised."

- Keep your answer short (30–45 seconds)
- Be honest
- Always show how you're improving



QUICK
TIPS



YOUR ANSWER

Write your full answer here:

Avoid using examples like:

"I'm always late."

"I don't like working with people."

"I get bored easily."

"I don't take feedback well."



FINAL CHECKS

Ask yourself these following questions:



Does it sound honest?

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Am I showing improvement?

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Would an employer respect this answer?

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