

GROUP DISCUSSION

- A group discussion is a formal discussion among ten or twelve participants who analyse a topic and share information and opinions on it.
- In group discussion you are tested for your knowledge and your communication skills as well as your ability to work as a part of group.

*) Preparing for Group Discussion : —

- 1) You can prepare G.D. topics by reading newspapers and magazines and listening to radio or television news regularly.
- 2) To contribute meaningfully in G.D. you need of practice. You can discuss the issues informally with family & friend.
- 3) Take note pad and pen with you, when you go for G.D.
- 4) Take down points (argument, examples, ideas) as soon as topic is announced.
- 5) Your doubts or questions about topic, check with evaluators before the discussion begins.
- 6) Evaluators specially look for in participants :
 - ① Subject knowledge
 - ② ability to work with others in team
 - ③ Communication skill

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| ① A positive attitude | ⑤ self confidence |
| ② Decision-making | ⑥ problem solving skill |
| ③ Leadership skill | ⑦ Critical thinking skill |
| ④ Reasoning ability | ⑧ Open mindedness |
| ⑨ Creativity | ⑩ Flexibility |

Speak neither too much nor too little in G.D.

When you talk, try to forget about evaluators present in room and look at others

Use formal and simple language

Avoid technical terms unless they are necessary

Speak clearly so that others will listen and understand you.

It is important to express your ideas briefly because

G.D. have a time limit.

Think before what you are going to say, so that your

statements should be relevant to the topic

Present your ideas and arguments cohesively and logically

to convince others about your opinions and statements

You can create impression on the group as well as

evaluators by what you say and how you speak.

You can display your creativity in a G.D. by putting

forward completely new idea or viewpoint.

G.D. has three stages, the beginning, the body of discussion, the end.

If you start discussion then begin with simple general statement (with definition, short story, quotation etc.)

Don't take a strong position at the beginning of the discussion before you have had chance to listen to the views the others

- Q. No. Q. No.
- 20) Don't keep waiting for your turn to speak. You will have to be alert and quick to make use of every chance you get to say otherwise you will not be able to express your ideas.
 - 21) Don't repeat points or talk continuously and irrelevantly.
 - 22) Give others opportunity to speak and wait for them to finish - you also allow them to speak and express their opinions.
 - 23) Listen carefully in G.D. It helps you to respond appropriately to viewpoints and arguments of other participants.
 - 24) Participate actively in the discussion by giving your ideas, opinions and arguments by encouraging other participants to contribute to it.
 - 25) Get others in the group to participate by asking open-ended questions which can have number of responses.
 - 26) Ask close-ended questions only when you are asking for clarification.
 - 27) Don't put down other participants, or laugh at them or attack what they say.
 - 28) It is perfectly all right to disagree but don't use harsh, aggressive tone. Instead be polite and tactful.
 - 29) When you disagree with someone explain reasons or admit you did not understand their argument and if necessary ask for clarification.
 - 30) When you agree with the points of someone support it.