

TIPS FOR GROUP DISCUSSION

Published on: June 11th, 2020

GD is a platform where you are expected to discuss on an assigned topic and put forward your point of view at your turn so that a meaningful discussion takes place and the group can come up with a logical take away message as a conclusion.

To prepare for a group discussion, keep track of happenings around the world. Having an all-round knowledge leaves a good impression on the panellists. Inculcate the habit of reading newspapers and magazines. Watch interesting documentaries and series on television. This gives a wider perspective on issues.

Your intelligence, general knowledge and core competencies are measured through the aptitude test. The group activity helps judge you as a team player.

You will have to pursue the following points if you want to be successful in a group discussion. The points are as follows:

1. Initiating the GD shows your confidence, but keep in mind – Initiate the group discussion only if you understand the GD topic clearly and have some knowledge on the topic. Because speaking without proper subject knowledge leaves a bad impression. The person who initiated the discussion must facilitate the team members to keep the discussion in a flow.
2. Speak less and listen more. Pay attention while others are speaking. This will make a coherent discussion and you will get involved in the group positively. You will surely make people agree with you.
3. Be confident. Certainly, do not try to dominate anyone. Keep positive body language. Show interest in the discussion.
4. Some people will talk just to increase their speaking time but don't do that. Express your thoughts, in a relevant manner.
5. Maintain eye contact. Don't look at the evaluators only. Keep eye contact with the team members also while speaking.
6. Express your thoughts clearly. Speaking politely and clearly is very important. Always use simple and understandable words while speaking. If you disagree with someone don't be aggressive; it is better to express your feelings in a polite manner.
7. Encourage others to speak. The main thing you should know is, never interrupt anyone in-between while they are speaking. Even if you don't agree with his/her

thoughts, don't take their chance to speak. You can note down the points and explain those in your turn.

8. Make sure to bring the discussion on track. If by any chance, the group is distracting from the topic or goal, then simply take initiative to bring the discussion on the track.

9. No need to go into many details. Some basic subject analysis is sufficient. No need to mention exact figures while giving any reference. You have limited time, so be precise and convey your thoughts in short and simple language.

10. Dress formally. Do not take it casually. You should be comfortable while speaking in a group. Positive gesture and body language will make your work easy.

Conclusion:

While concluding the group discussions, never forget to include all the important topics discussed and avoid raising new points. Instead of using "I am concluding the discussion, always use the sentences like "as per the discussion we are concluding this topic". TRAITS REQUIRED

1. Knowledge about the subject can never be replaced in a GD.

No matter how good you might be communicating, but if your sentences don't reflect that you are a knowledge bank then it's probably not going to work out. You are required to talk in a GD but inputs that don't contain any substantial value will not help in any way. One has to keep herself/himself updated by knowing what all is happening around the globe.

2. Alertness and presence of mind:

In a GD, you are required to carefully listen to the other person's thoughts. You should keep an argument, for example, a supportive statement, or a fact ready to pitch in. This shows your alertness. It also suggests that you give importance to group members' views. It means you are a good listener. Remain calm, composed and do not sound aggressive. Assertiveness always helps win brownie points.

3. Out of the box thinking:

This is something that can help you get further selected because this reflects that you have a different way of looking at things. You need to be creative and have to put points that might amaze the panel. Remember, while working there are times when we need to find out solutions to the problem in a better way, thinking out of the box helps you find smart and good solutions at times.

Following are the reasons why a GD is preferred:

- To know the communication skills of aspirants.

- To judge the body language of the candidates.
- To understand the top of mind personality of the candidates.
- To understand the attitudinal attributes of the candidates.
- To understand the attributes of positivity of the candidates.
- To understand the Entrepreneurial traits of the candidates.
- To understand the institute fit quotient of the candidate. -By Apoorva Anand

Lady Shri Ram College for Women



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