



CAREERHAAT

EMPOWER YOURSELF

GROUP DISCUSSION



What is a GD?

- Group discussion is a method of assessing candidates ability and personality
- It is a process where exchange of ideas and opinions take place
- Around 5-20 members, who will express their views, ideas freely in a friendly manner, on the given topic.

How is a GD conducted?

- There are usually 5-20 participants in a group
- The group of candidates is given a topic or a situation and typically given some time to think and make notes about the same
- Then the candidates are being asked to discuss it the topic among themselves for a specific duration ranging between 10-40 minutes (vary from one organization to another)
- At the time of discussion the Moderators/ Panelists silently observe each candidate on various pre-determined parameters
- The Panelists assign scores to every candidate based on his/her individual performance as well as how he performed within the group

Why GD is important?

- It helps evaluate whether a candidate is the right fit for the organization.
- It helps assess how a participant performs under different situations in a group.
- It helps to judge how one conceptualizes and maneuvers his ideas through the discussion.
- It helps in analyzing the candidate's attitude towards fellow members through one's communication and interpersonal skills, listening ability, humility and tolerance to others ideas.
- It helps in shedding light on candidate's leadership and managerial skills, problem-solving aptitude, creative thinking and knowledge on diverse topics.

Types of GD topics

- **Factual Topics:-**

Factual topics are about practical things, which an ordinary person is aware in his day-to-day life. Typically these are about socio-economic topics.

E.g. The education policy of India, Tourism in India

- **Controversial Topics:-**

Controversial topics are the ones that are argumentative in nature. They are meant to generate controversy.

E.g. Reservations should be removed, Women make better managers

- **Abstract Topics:-**

Abstract topics are about intangible things. These topics are not given often for discussion, but their possibility cannot be ruled out. These topics test your lateral thinking and creativity.

E.g. A is an alphabet, The number 10

How to prepare for GD

- **Group Speaking Preparation:-**

Enhance your vocabulary to enhance your fluency, practice tone modulation, and try to speak in front of mirror on some topic.

- **Content Preparation:-**

Choose the current affair topic from different perspectives like personal, social, political, cultural, academics, etc.

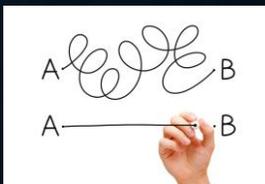
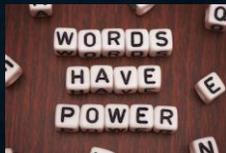
- **Listening Preparation:-**

Participate in some discussions as an active observer and try to evolve one's thought process by adding different perspectives.



Tips for an effective GD

- **Initiation** - An initiative effort leaves a good remark on the panelists. Same is true for one who concludes
- **Be Assertive** - An assertive person is direct , honest and careful about not to hurt others 'self-respect'
- **Patient Listener** - Listening to another person is one way of showing appreciation
- **Use Appropriate Language** - Words can make friends & right words at the right time make the best results
- **Precise & Authentic** - It is necessary to make relevant points which can be supported with facts and analyzed logically



Tips for an effective GD

- **Maximize Participation** – Contribute fully, vigorously and steadily. Silence indicate lack of initiative, information and communication skill
- **Accept Criticism** - Take criticism in a healthy manner and avoid taking it personally
- **Respect Other Speakers** - Always encourage the other members of group



Initiation Technique

- State the topic
- Quote
- Definition
- Question
- Shock Statement
- Facts, figures & statistics
- Initiate a GD only when you have understood the topic & have a valid point
- Don't start a GD just for the heck of it
- Opening sentence should lead the GD
- Keep it brief

Play the role of a moderator

- This person controls the GD
- He is a team player
- He leads the GD
- Allows silent or struggling participants to get in
- Leads GD back on track
- Requests a participant not to interrupt/argue/make controversial remarks



Do's

- Be a good listener
- Never use technical language while speaking
- Not knowing is not a problem, say you do not know
- Talk appropriate to the topic
- Make appropriate points and support them by substantial reasoning
- Listen to the other members actively and carefully
- Make eye contact with others
- Whatever you say must be with a logical flow
- Make only accurate statements
- Speak pleasantly and politely to the group



Do's

- Respect the contribution of every speaker
- Remember that a discussion is not an argument. Learn to disagree politely
- Think about your contribution before you speak
- Try to stick to the discussion topic. Don't introduce irrelevant information.
- Be aware of your body language when you are speaking
- Agree with and acknowledge what you find interesting
- Modulate the volume, pitch and tone
- Be considerate to the feelings of the others
- Try to get your turn
- Talk with confidence and self-assurance



Don'ts

- Do not criticize on religion
- Do not get personal with anyone
- Never ever try to bluff
- Do not be shy /nervous / keep yourself isolated from G.D
- Interrupt another participant before his argument is over
- Do not Change opinions
- Don't make fun of any participant even if his arguments are funny
- Do not Get irritated



Don'ts

- Don't lose your temper. A discussion is not an argument
- Don't shout. Use a moderate tone and medium pitch
- Don't use too many gestures when you speak. Gestures like finger pointing and table thumping can appear aggressive
- Don't dominate the discussion. Confident speakers should allow quieter students a chance to contribute
- Don't interrupt. Wait for a speaker to finish what they are saying before you speak
- Don't engage yourself in sub-group conversation.
- Don't repeat
- Don't worry about making some grammatical mistakes, for your interest the matter you put across are important



Use statements like

- “I agree with my friend that...”
- “I’d like to add a point to what my friend said...”
- “I would further like to add something to....”
- “Sorry, but I beg to differ...”
- “In my opinion...”
- “According to (state source/facts/stats)...”
- “I think we are diverting away from the subject...”
- “Please allow our friend ___ who has been trying to say something a chance”
- “ I request ____ to give his/her opinion on...”

Thank you

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