

## ***GROUP DISCUSSION***

### ***What Is A Group Discussion?***

A group discussion is a discussion between a group of participants on a given subject. A group discussion typically forms a part of the selection process used by organisations and educational institutions to check interpersonal communication skills, confidence in public speaking, team spirit, leadership abilities, social behaviour, and problem-solving skills of the prospective candidate. Typically during a group discussion, the candidates talk about the given topic to present facts, opinions and conclusions. Employers use this technique to screen candidates and assess their soft skills.

Group discussion normally comprises 10 to 15 participants at a time. The group discussion process commences with the declaration of the topic to the group, which is followed by giving preparation time of 3 to 5 minutes to everyone. Sometimes, more than 5 minutes of preparation time may be given only in the case that the topic is based on a case study and requires longer statements.

### ***Why GD is important?***

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

### ***Follow These Tips whenever you Join Group Discussion***

#### **Groom Yourself for GD**

The first thing that catches the eye of a person is grooming. It is the first impression that matters a lot. Keeping this in mind one should dress up well and pay attention to their grooming for the Group Discussion.

#### **Take Clarifications if Required Beforehand**

One should clear any doubts they have beforehand itself so that one can start the Group Discussion on a clear note.

### **Always Carry Pen and Notebook**

One should ensure that they carry a pen and a notepad to the Group Discussion, so that they can jot down any points while participating in the discussion, not only does this help you in remembering your points well, but it also shows your preparedness for the recruiters.

### **Follow Body language Tips For Group Discussion**

Be comfortable and pleasant in your demeanour. Avoid artificial gestures or quirky movements, unnecessary hand expressions and pointing fingers. Moving hands to stress your point, waving your arms in the air, scrubbing your nose or looking at the ceiling to disagree show odd manners. When you are talking with someone, try to look straight into the listener's eyes to convey your thoughts more effectively.

- Don't cross your hands
- Don't point at others
- Use your hands while talking ( hands facing up and open suggest a confident personality )
- Sit Erect, don't slouch
- Don't bite nails

### **Initiate the Discussion if Possible**

It's always advisable to initiate the discussion unless one is not confident about the topic. In such cases when the topic is unfamiliar, wait and let someone else initiate the discussion and then you will be able to get information about the topic, which can then be used to give astute comments.

### **Maintain Eye Contact while Speaking**

It's extremely important to maintain eye contact while speaking. While addressing a group, one should make eye contact with all the members equally with whom it's possible to make eye contact ( due to proximity and line of vision )

### **Be A Good Listener in Group Discussions**

Usually, people think that in a Group discussion one should go on speaking, but one should also listen to the important points made by other candidates as well. Not only does it give you new ideas, but it also gives you time to think and formulate your next response.

### **Speak well and Aloud**

This is the most important of all the points, ultimately one has to speak well to impress recruiters. Hence one should polish their language skills and increase their knowledge base.

### **Maintain Decorum**

It is very important to maintain decorum while in a Group Discussion, as unruly behaviour is undesirable.

### **Be Positive During Group Discussion**

Lastly, maintain an optimistic attitude. It affects us, as well as others around us.

## ***Other Tips***

### **Intervene without leaving a bad impression**

If you want to interrupt someone, you should have a specific purpose. Wait for the proper time, be polite and speak in a formal tone. You can say, *"Thank you for allowing me to speak,"* and stress your opinion with *"Let me add my points," "Your point is valid but ..." or "We can also see this from another angle"* sentences. Try to avoid openly disagreeing with other candidates.

### **Complement the agreeable points**

You can support points with merit using sentences such as, *"Yes, I also think we can approach this problem differently."* Such actions will leave a positive impact on your quality as a team member. This approach is helpful because panel members also observe candidates' teamwork, their manner of response to differing opinions and general courtesy.