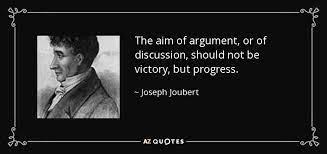
**Unit 4 Group Discussion**

****

.

**Group Discussion Preparation**

There is no secret or any rules for preparing GD. Before going for GD one has to consider a few points.

1. Be up-to-date on the latest information such as news and trending topics in the market.

2. Make a habit of reading newspapers, books, and magazines so that in-detail information is provided.

3. The simple way to remember the content for a longer period is to watch videos 2-3 times.

4. Later on, select a topic and speak for yourself in front of the mirror. (Make an assessment for yourself).

5. Even be aware of different topics such as sports, political news, technology news, economics, and market-related news.

**Group Discussion Etiquette**

ONLINE GD:

1) Be well-groomed.

2) Check your emails beforehand as the company may have shared the guidelines before.

3) Check the camera and mic before as a practice.

4) Keep pen and paper ready.

5) no distractions must be in the room.

6) Mute yourself and be disciplined.

7) Check the internet connectivity before.

8) Be logical and be active as the observer may change the scenario.

Offline Gd

1. Arrive on time and dress formally. Punctuality & neatness go a long way.

2. Carry a pen and a notepad. You can refer to what others have said previously and will make you look organized.

3. Organize your thoughts before you speak. This will help you speak more confidently and to the point.

4. Speak sensibly & listen carefully. Pay attention while others are speaking. This will make coherent discussion and you will get involved in the group positively.

5. Remember not to deviate yourself from the topic. Don’t talk about unrelated things and waste other’s opportunities.

6. Do not interrupt the speech of other participants & wait till they complete.

7. Maintain a proper balance in tone while objecting to the points made by other speakers. “Empty vessels make more noise”, avoid raising your voice or shouting.

8. Respect the opinion of other participants. Also, agree & acknowledge what you find interesting in their views. Use phrases like, “This is interesting and makes me further think that …….” Or “What you have said here, sheds light on another aspect……..”.

9. Remember others have a right to their opinion. You may disagree but in a polite & dignified manner.

10. Do not try to dominate your co-participants. It is a discussion & not an argument.

11. Be careful with your body language. Table thumping, pointing fingers, and being loud at others convey your attempt to dominate them while looking here and thereby conveys a lack of interest & low – confidence. Both are dangerous.

12. Disagreement is OK as long as you do it politely. Use phrases like “I am sorry but I think I disagree with you a bit here………”, and “You have a good point but there’s another aspect to it…… ”.

13. Give others a chance to speak. Don’t try to hi-jack the show.

**Some of the techniques for idea generation**

1. Brainstorming:

For example, if you along with some of your colleagues are trying to come up with a tagline for your product. And each one of you gives your ideas, then that is called brainstorming.

1. SPELT: If you want others to agree with your thoughts or need to pitch on something you need to properly structure your thoughts and words before presentations. The best technique which can be used to generate points is SPELT.

SPELT’ simply breaks down to five words: Social, Political, Economic, Legal, Technology

The five are explained as below:

Social: how does the topic affect society?

Political: What is the role of the government/administration and what is their view?

Economic: What is the economic impact of any side adopted in the debate?

Legal: What are the legal aspects involved?

Technology: Are there any constraints placed by technology?

3. KWA: In this approach, you should look at the topic word by word. Take each key word or phrase of the topic and see what it means. It has to be clarified as to what "frame of reference" you are using.

For example, If you are asked to present your views in the topic Should Mercy Killing be legalized?, the keywords are Mercy Killing and Legalized.

Common sense tells us that mercy killing is not legalized; else the topic would not have been framed this way. Steps in this approach:

STEP 1: As an individual, identify your stand on the topic. How do you do that? By simply looking at the keywords. Step 1 for you is to define mercy killing (The act of killing someone painlessly, especially someone suffering from an incurable illness).

STEP 2: Once you have identified the meaning of the keyword, identify your opinion on it. Do you agree with it or disagree?

STEP 3: Identify your reasons for the above. Each reason you choose is actually one point for the discussion or presentation.

4.POPBEANS: One of the best ways to deal with abstract topics in a confident manner is by adopting a technique, “POPBEANS”. Each of these letters gives you a different field to pursue your discussion on. POPBEANS stands for −

P: Person

O: Objects

P: Places

B: Beliefs

E: Events

A: Actions

N: Nature

S: Scientific

Each letter will help you form a section of your speech, which will help you build content for around 5 minutes and also will help you expand the horizons of your thoughts with regard to the topic.

Let’s take up an example topic and see how we can use this technique.

"Black"

Using the POPBEANS approach, you can think of the following pointers for this topic:

People - Corrupt/ dishonest people

Objects - Black hole, manipulated balance sheet (commerce point)

Place - Historical monuments, graveyard, South or North pole

Behavior - Rude and aggressive behavior

Event - 26/11, other tragic events

Actions - Honor killing, female foeticide, negligent behaviour

Nature - Environmental degradation, catastrophic events,

Society - Decline in values, morals

5.The 5 W’S and 1 H: Who, What, Where, When, and Why are the five W’s. Answering these five W’s helps us achieve a very holistic view of the topic under discussion. And it is an efficient way to come up with solutions and ideas. For example, suppose you want to create a new product or a service. You can do so by asking questions like, who would use the product, why would people buy it, what would it do, etc. Sometimes a sixth question can be added’ How’. When you’re answering the questions, you shouldn’t worry too much about whether your ideas are perfectly expressed or even if they’re good! The idea behind brainstorming is to GET QUANTITY, NOT QUALITY.

6.VAP: It stands for Viewpoint of Affected Parties. Consider all the people or partieswho are likely to be affected by the topic when delivered. Say the topic is “Dowry continues to haunt Indian brides”. So who are the parties involved with this topic: Bride, Bride’s family, Groom, Groom’s family, Society, Media (who shall make the issue public), NGOs (for supporting the bride), Government & Panchayats (their role in dowry removal), Law enforcers like courts & police. Now each of these parties’ viewpoints and roles related to the topic becomes a valid point for the GD.

7. SCAMPER

Here is what SCAMPER stands for, and an example question for each element:

* Substitute: What features of this product or service can be substituted or swapped for something else?
* Combine: How can we combine this product or service with another product or service to improve it?
* Adapt: How could we adapt this product or service to another audience?
* Modify: What component of this product or service can we modify to improve it?
* Put to another use: What is another use for this product or service that we have not considered yet?
* Eliminate: What unnecessary elements can we eliminate from this product or service to streamline it?
* Reverse: What would happen if we reversed our process or reorganized this product?