

UNIT 4 GROUP DISCUSSION TRAINING

Dos of participating in a GD:

- Listen to the subject carefully
- Put down your thoughts on a paper
- Initiate the discussion if you know the subject well
- Listen to others if you don't know the subject
- Support you point with some facts and figures
- Make short contribution of 25-30 seconds 3-4 times
- Give others a chance to speak
- Speak politely and pleasantly. Respect contribution from other members.
- Disagree politely and agree with what is right.
- Summarize the discussion if the group has not reached a conclusion.

Don'ts of participating in a Group Discussion

- Initiate the discussion if you do not have sufficient knowledge about the given topic.
- Over speak, intervene and snatch other's chance to speak.
- Argue and shout during the GD
- Look at the evaluators or a particular group member
- Talk irrelevant things and distract the discussion
- Pose negative body gestures like touching the nose, leaning back on the chair, knocking the table with a pen etc.
- Mention erratic statistics.
- Display low self-confidence with shaky voice and trembling hands.
- Try to dominate the discussion
- Put others in an embarrassing situation by asking them to speak if they don't want.

Useful Language

1. Introducing a point

- First of all I'd like to point out...
- The main problem is...
- The question of...
- Speaking of...
- What we have to decide is...

2. Enumeration of points

- First of all, I'd like to say...
- In addition to that...
- Moreover..
- Furthermore..
- Finally,...

3. Keeping to the point

- It would be more to the point if...
- What we are discussing is...
- ...has nothing to do with my argument.
- That's not relevant.

4. Concluding

- Drawing conclusion and summing up
- The obvious conclusion is...
- Last but not least...
- The only alternative (left) is...
- The only possible solution/conclusion is...
- Summing up, I'd like to say that...
- In conclusion, we can say that...

5. Expressing polite disagreement

- I disagree (with you), I'm afraid...
- I don't quite agree with there.
- Do you really think so/ believe that?
- Well, that's one way of looking at it, but...
- Are you seriously suggesting that..?
- I have my problems with what you're suggesting...

6. Expressing agreement

- That's a very important point.
- You've got a good point there.
- I couldn't agree with you more.
- The reason for this is (that)...
- I base my argument on...

What Skills are Judged in GD?

- How good are you while communicating with others?
- How do you behave and interact with a group?
- How open-minded are you?
- Your listening skills.
- How do you put forward your views?
- Your leadership and decision-making skills.
- Your analytical skills and subject knowledge.
- Your problem solving and critical thinking skills.
- Your attitude and confidence.