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## ★ Assignment - 3 (Unit-3)

1. Do's & Don'ts of GD / Small talk / Debate / Concessations?

Ans Some do's of GD :-

- ① Always enter the room with a piece of paper & pen.
- ② Dress decently.
- ③ Be thorough with current issue.
- ④ Listen the topic carefully.
- ⑤ Try to understand the topic & explore all the possibilities regarding it.
- ⑥ Write down all possible points that come instantly in your mind.
- ⑦ Organize the ideas before speaking in accordance of importance.
- ⑧ While organizing the idea, try to include some real life examples, some statistics & data to support it.
- ⑨ Try to include the content, having meaningful & significance contribution for the topic.
- ⑩ With increase of discussion, try to identify supporters & opponents.
- ⑪ Maintain eye contact with everyone.
- ⑫ Listen patiently to the others & then react to the point.
- ⑬ Be assertive & attentive.
- ⑭ Speak clearly & your voice should be audible.
- ⑮ Treat all members as your fellow participants.



### Some don'ts of GD :-

- ① Don't be silence during GD
- ② Don't look impatient.
- ③ Don't get emotional
- ④ Don't start GD with concluding statement.
- ⑤ Don't reveal all ideas in one shoot.
- ⑥ Don't try to be over smart.
- ⑦ Don't jump directly into the topic without developing understanding about it.
- ⑧ Don't get distracted from topic while GD.
- ⑨ Don't use the words or language like "this ridiculous", Don't be over smart etc.
- ⑩ Don't get aggressive during GD.

### 2. Speech / Elocution — Rules / do / don't?

- Ans ① The speech may not exceed time duration. The time limit will be strictly enforced. A 30 second warning will be given to complete. And minimum time is also give to speak.
- ② Greeting & Introduction of subject.
  - ③ Exposition of the main theme.
  - ④ Moral & Practical Application
  - ⑤ Conclusion
  - ⑥ Verbal Clarity , Presentation / Speaking Style.



3. What are rules of Extempore?

Ans ① A Minimum time will be given to prepare the topic (2 to 5 min).

② One has to develop topic according to their knowledge in mind.

③ After that they have to deliver a particular topic for 2 to 5 mins.

④ For they must have good body language.

⑤ Command over language.