

Group Discussion

- Most GD do not really have conclusions. A conclusion is where the whole group decides in favor or against the topic.
- But every GD is summarized. You can summaries what a group has discussed in the GD in a nutshell.
 - > Keep the following points in mind while summarizing a discussion
 - 1. Avoid raising new points.
 - 2. Avoid stating only your point of view.
 - 3. Avoid dwelling only on one aspect of the GD.
 - 4. Keep it brief and concise.
 - 5. It must incorporate all the important points that came out during the GD.
 - 6. If the examiner asks you to summaries a GD, it means the GD has come to an end.
 - 7. Do not add anything once the GD has been summarized.
 - Some do's and don'ts of a successful group discussion -

A new participant thinks that if he talks very loudly, interrupts others, talks most of the time, he will be adjudged the best participant.

This is a misconception. What are the desirable and undesirable features of a good discussion? Below we list some of them.

Do's

- Make your speech short and simple. Preferably make only one point at a time; otherwise you won't have material to speak on when your turns come the next time.
- Space your participation evenly. Wait for your turn.
- You can assume the role of a leader by periodically concluding or summarizing the discussion held upto a certain point of time. This keeps the discussion focused and free from digression.
- Make your points slowly and ~~deliberately~~ deliberately. Fast speaking results in non-intelligibility of your point to other participants.
- If interrupted assert yourself by saying "Excuse me, I have not finished yet, I have a point to make, etc."
- ~~Provide opportunities to others to speak but not at your cost, because if you relinquish the floor to someone, you may not get chance again.~~
- Listen carefully and try to understand others points before you start making your own points. This is especially useful in case of the topic about which you did not know much.

- While speaking be loud enough so that others can hear you.
- keep an open mind and be careful / conciliatory (Soler) rather than dogmatic.
- Learn to take criticism with dignity.
- Adopted a group centered approach rather than self centered approach.
- While presenting your arguments give evidence to support your arguments.
- Make use of appropriate body language and maintain an eye contact.
- Be consistent in your opinion. Try to stick to your point of view.
- Adopt a flexible approach to your point of view. Practice and rehearse several topics of group discussion with your friend before you go to participate in the competition.
- Be cheerful and confident in your disposition. Dress neatly and smartly.
- Think before you speak. Organize your ideas logically, clearly and present them effectively.
- Use right type and polite language. Be courteous. even if you want to disagree by saying 'I beg to differ / disagree.'

Don'ts

- Don't adopt a negative stance against any participant by telling him that you are talking non-sense.
- Don't position your legs in 4 position or do not shake your legs. Don't stretch your legs before others.
- Don't fly your hands too much.
- Don't drape your arm around the head of a chair.
- Avoid personal attacks.
- Don't open your speech with an example to substantiate another person's point; otherwise it will look as if you are supporting his point of view, that instead of yourself making a point.
- Don't shout, react or bully other speakers.
- Don't use unnecessary talk nor encourage it.
- Don't be rude and impolite to other speakers even if you do not like their point of view.

Viva Questions

1. What is the normal duration of a GD?

Ans A GD is generally of 15 - 20 minutes duration.

2. How many panel members are there to evaluate?

Ans There are usually 3-4 panel members to evaluate.

3. Is there time given for preparation after the topic is given and before starting the GD?

Ans Usually some time (2-5 minutes) is given to collect one's thoughts, but there could be instance when this does not happens, so it is best not to bank on this.

4. Should one address the panel or the group members?

Ans Don't ever make the mistake of addressing the panel members. The GD is between you and the other members, not the panel members. You must avoid even looking at the panel member while the GD is in progress. Just ignore their existence.

5. What is the seating arrangement like?

Ans It could be semi-circular, or circular or seating alongside a rectangular table, depending upon the venue. It is best not to bother about trivial issues like this, which you have no control over.

6. How should one address the other group members?

Ans If you are initiating the discussion, you could do so by collectively addressing the group as "Friends". Subsequently, you could use names (if the group has had a round of self intro prior to starting the discussion and you remember the names) or simply use pronouns like "he" or "she".

7. Suppose one has a lot to say on the topic. Should one say all of it?

Ans You would not be looked upon favorably if you kept speaking all the time and did not listen to anyone else. Contrary to the misconception, the person who talks the most is not necessarily the one who is judged the best. The quality and not the quantity of your contribution is the success factor.

8. Should one encourage others to speak-up?

Ans Do not directly put someone who is consistently silent on the spot by asking him/her to speak up. If someone has been trying to speak and has a good point but is cut off constantly, you may encourage him/her to continue with his/her point of view as you would like to hear her/him out.

9. Are the group members supposed to keep track of the time or will the panel keep track?

Ans It would be good if you are conscious of the time, but not to the point of getting so distracted looking at your watch that you do not contribute to the discussion.

10. Is one allowed to carry a piece of paper during the Q&A for nothing down important points?

Ans Normally you are, but there may be instances when it is specifically forbidden to carry paper

~~Q&A 10/24
PQ 10/24
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Dialogue Writing

'Writing Dialogue' is often one of the most complicated parts of creative writing. We all hold conversation several times a day.

Dialogue is what happens when two or more characters speak to one another. Dialogue is just not about creating direct question from different characters. It gives necessary information that leads the protagonist to the next step in his/her journey simultaneously revealing characters' and their relationship to one another.

- Aspects of Dialogue :-

Dialogue in fiction should resemble real dialogue without the tiresome, monotonous parts. Dialogue express the education, social class, profession and background of the characters.

There are several vital things to keep in mind when writing conversation:-

Writing Direct Dialogue:-

most conversation aren't like a game of ping-pong, despite how convenient it would be to use ping-pong as a visual-metaphor.

Context should always determine who is talking and what they're saying. Don't force characters to speak because you're uncomfortable with their silence. Always let moment decide its own pacing.

- Do not use dialogue simply to convey information. It should set the scene, advance action, give insight into characterization. Dialogue should be doing many things at once.
- keep the character's voice in mind but keep it readable. It doesn't have to be grammatically correct.
- Don't use too much slang or misspelling in order to create a character's voice. Word choice tell a reader a lot about a person: Appearance, ethnicity, sexuality, background and morality.

Writing Indirect Dialogue:-

It is another way of creating the feel of exchange without quotations. It is important to keep in mind when writing thoughts not to use quotations.

Writing Natural Dialogue:-

One of the major tribulations which many writers face in writing natural sounding dialogue. It should seem real to the reader, without having all the umms, errs and false starts of real speech. The characters must break off the sentences or speak in phrases rather than sentences. It is important to use contraction "don't", "shouldn't", "can't".

Have people argue with people saying surprising, contrary things.

Writing good dialogue takes practice and patience. The best place to see great dialogue is by attending (or reading) plays, watching movies or even just switching on the TV.

- It should follow simple grammatical rules. It should be enclosed within quotation mark. New paragraph should be started every time a new person is speaking.
- It should be concise.
- It should communicate character information.
- Don't go overboard with the back story.
- Don't forget your character isn't static. It takes time to develop a good ear but these simple rules and obvious pitfalls can make a huge difference.

Listen to How People Talk -

Having a sense of natural speech patterns is essential to good dialogue. Pay attention to the expression that people use:

Read dialogue aloud -

Read your own dialogue out loud to yourself, or to a friend, to test yourself.

Eavesdrop - You should always carry a small notebook with you and write down phrases, words or whole sentence to develop your inner ear.

- Don't provide too much info at once:-
It should not be obvious to the reader that they're being fed important facts. You can trust them to remember details from earlier in the story.
- Stereotypes, Profanity & slang:-
Be aware of falling back on stereotypes and use profanity and slang sparingly.
- Read widely:- Start with your own list of writers to learn or pick up an anthology to read from. Pay attention why things work or don't work.
- Punctuate Dialogue correctly:- Format and style are key to successful dialogue. One of the most common mistakes writers make is using improper punctuation & grammar when writing dialogue.
- Regular Quote:- Dialogue need to be typed in inverted commas. Inner dialogue (Thinking) does not need Quotation.

Practice Question

Conversation between teacher and student about exam preparation.

Student : Good morning, sir.

Teacher : Good morning.

Student : Sir, my examination is round the corner. Can you give me some instruction as to how I should prepare?

Teacher : Certainly! But at first, get rid of your mobile. That is a major distraction.

Student : Ok, sir.

Teacher : Read your texts thoroughly, for you must have all the information while you study.

Student : Sir, I have a problem in memorizing.

Teacher : Instead of learning, try to understand it. Try to concentrate on one major theme at a time until you grasp it well.

Student : Sir, a few of my friends were planning to do group study. Will it be useful?

Teacher : Yes, definitely. You also must solve odd question papers because those will help you get acquainted with the format of the questions.

Student : Thank you, Sir.

Teacher : If you need anything else, let me know.

Student : Sure, sir.

OMNIBUS

Listening Comprehension

→ Listening is a significant part of communication process. Communication also cannot take place until & unless a message is heard & retained thoroughly and positively by the receivers. It is a dynamic process. It implies decoding and interpreting the message correctly in communication.

→ Effective listening requires both deliberate efforts and a keen mind. Effective listener is always informed timely, updated with the changes and implementations. It gives you an advantage and make you more impulsive when you speak. It boosts your performance.

→ Without effective listening messages are easily misunderstood - communication breaks down and the sender of the message can easily become frustrated or irritated.

Listening differs from hearing in sense that:-

- Hearing implies just perceiving the sounds while listening means listening with understanding whatever we are listening.
- Both the body and mind involves in listening but in hearing only body involves.
- Listening is an active process while hearing is a passive process.
- Hearing is an effortless activity while hearing listening is an act requiring conscious efforts, concentration, interest.

Listening involves observing body language & noticing inconsistencies between verbal & non-verbal message.

1. ~~Stop talking:-~~ Listen when somebody else is talking listen to what they are saying. Do not interrupt, talk over them or finish their sentences for them.
2. ~~Prepare yourself to listen:-~~ Focus on the speaker. The human mind is easily distracted by other thoughts. Concentrate on the messages that are being communicated.
3. ~~Put the speaker at Ease:-~~ Help the speaker to feel free to speak. Nod or use other gestures or words to encourage them to continue. Maintain eye contact but don't stare.
4. ~~Remove Distractions:-~~ Don't doodle, shuffle papers, look out the window... Avoid unnecessary interruptions.
5. ~~Empathize:-~~ Try to understand the other person's point of view. Look at issues from their perspective. If speaker say something that you disagree with then wait and construct an argument to counter what is said but keep an open mind.
6. ~~Be Patient :-~~ A pause does not necessarily mean that the speaker has finished. Be patient and let the speaker continue in their own time.
7. ~~Avoid Personal Prejudice :-~~ Try to be impartial. Don't become irritated and don't let

the person's habit or mannerisms distract you from what they are really saying.

8. Listen to the tone:- Volume & tone both add to what someone is saying. Everybody will use pitch, tone & volume of voice in certain situations - let these help us to understand the emphasis of what is being said.

9. Listen for Idea, Not Just words:- We need to get the whole picture, not just isolated bits & pieces. With proper concentration, letting go of distractions, and focus this becomes easier.

Points to remember:-

1. Discover your interest's field.
2. Grasp and understand the matter.
3. Remain calm. Do not lose your temper.
4. Be open to accept new ideas & information.
5. Jot down and take a note of important points.
6. Work upon listening. Analyze & evaluate the speech in spare time.
7. Rephrase & summarize the speaker's idea.
8. Keep on asking questions. It shows that how you are involved in talking.
9. Avoid distractions.
10. Think about ~~about~~ + other's prospective & point of view. Improve the exchange of ideas in communication.
(Thinking process)

One word for Many

Science & Scientists :-

1. Scientist who studies the development of man from his earliest beginnings. **Anthropologist**
2. Scientist who studies the composition of earth. **Geologist**
3. Scientist who studies living organism - both animals and plants. **Biologist**
4. Scientist who studies plant life. **Botanist**
5. Scientist who studies animals. **Zoologist**
6. Scientist who studies insects. **Entomologist**
7. Scientist who studies birds. **Omnithologist**
8. Person who studies the history & development of language. **Philologist**
9. Person who studies human society - its structure / laws / customs etc. **Sociologist**
10. Person who studies the nature & function of human mind. **Psychologist**
11. Scientist who studies the star. **Astronomer**
12. Person who studies ancient buildings, monuments & other antiquities. **Archaeologist**.

Medical Science :-

13. Doctor who specializes in delivering babies. **Obstetrician**
14. Specialist in female diseases. **Gynaecologist**
15. Specialist in children's diseases. **Pediatrician**
16. Specialist in eye diseases. (oculist) **Opthalmologist**
17. Specialist in heart diseases. **Cardiologist**

18. Specialist in skin & skin diseases. Dermatologist
19. Specialist in mental & emotional disease. Psychiatrist
20. Spec. Science of disease. Pathology
21. Doctor who specializes in the examination of blood, urine, sputum etc. Pathologist
22. Nervous disorder. Neurosis
23. Mental disorder. Psychosis
24. Man suffering from imaginary ailments. Hypochondriac
25. Fear of crowds & enclosed space. Claustrophobia
26. Inability to sleep. Insomnia
27. Feeling of general discomfort. Malaise
28. Disease of long standing. Chronic
29. Substance that prevents infection. Antiseptic
30. Substance that kills germs. Germicide
31. Drug that produces insensibility like chloroform ether. Anaesthetic
32. Dissection of dead body to find out the cause of death. Autopsy
33. Building where dead body kept. Mortuary
34. Science of body structure. Anatomy
35. Science of production of healthier & finer children. Eugenics
36. A condition in which a medicine or treatment has adverse effect on a patient. Allergic
allergy.

Synonyms and Antonyms

- **Synonyms** A word that has the same or nearly the same meaning as another word.

Happy : Cheerful, joyful, glad, content, merry, pleasure

Sad : Dejected, depressed, downcast, gloomy, melancholy

Big : Large, enormous, huge, immense, vast

Small : Little, tiny, minute, petite, wee.

Good : Excellent, fine, great, superb, wonderful

Bad : Awful, dreadful, terrible, horrible, wicked.

Positive emotions - Delighted, ecstatic, elated, euphoric, thrilled.

Negative emotions - Angry, furious, livid, outraged, wrathful

Physical appearance - Attractive, beautiful, gorgeous, handsome, pretty.

Intelligence - Bright, clever, smart, wise,

Personality - Confident, outgoing, friendly, kind, generous

Go - Depart, leave, proceed, set off, travel

Come - Arrive, reach, return, show up, turn up

Say - Declare, express, mention, remark, state

Do - Accomplish, carryout, execute, perform, undertake.

Think - Believe, consider, contemplate, ponder, reflect

Quickly - Fast, hastily, rapidly, speedily, swiftly

Slowly - Gradually, leisurely, unhurriedly, sedately.

Carefully - Cautiously, deliberately, gingerly, prudently.

House - Abode, dwelling, home, residence, villa.

Car - Automobile, motorcar, vehicle, wagon.

Money - Cash, currency, dough, funds, lucre.

Time : Duration, period, spell, stretch, term

Work : Employment, job, occupation, profession, vacation

- Antonyms :- An antonym is a word that means the opposite of another word.

Examples

Admire - Detest

Decay - Flourish

Bravery - Cowardice

Deliberate - Rash

Crooked - Straight

Denounce - Defend

Dainty - Clumsy

Fluctuate - Stabilize

Economize - Waste

Worm - Delight

Adhere - Condemn

Grievous - Rude

Accord - Discord

Genuine - Spurious

Adversity - Fortune

Glory - Shame

Alien - Resident

Harm - Comfort

Ascend - Descend

Harmony - Discord

Amplify - Contract

Hypocrisy - Sincerity

Awkward - Adroit

Impulsive - Deliberate

Banner - Link

Impartial - Biased

Barren - Fertile

Intrinsic - Extrinsic

Bawdy - Decent

Justify - Impute

Busy - Idle

Liberal - Stingy

Bold - Timid

Mandatory - Optional

Capable - Inept

Modest - Arrogant

Cease - Begin

Mutual - Separate

Contrary - Similar

Numerous - Scarce

Callous - Merciful

Obstruct - Encourage

Calm - Stormy

Offensive - Engaging

Classic - Unusual

Prompt - Slow

Seminar Presentation

- Meaning of Seminar - A seminar is a class in which a small group of students meet to talk about a particular topic. A five hour project management seminar. The Hindi meaning of Seminar is विचार-गोष्ठी,
- Meaning of Presentation - A presentation is a talk in which a new product, plan, project or idea is described and explained. The Hindi meaning of presentation is प्रस्तुतीकरण।
- Seminar Presentation - A seminar presentation is a short and informal (सामान्य शोलचाल की भाषा में प्रयुक्त) talk that gives a systematic information about your findings of research on a particular topic. In a seminar presentation a speaker is expected to express his ideas or findings to the audience in a way to encourage discussion on the topic. A seminar presentation is a speaker means of teaching-learning process.
- Purpose of Seminar presentation :- The purpose of a seminar presentation is to express viewpoints about a specific topic in a clear, analytical & critical way. The presenter is expected that his presentation encourage inquiry & discussion about the topic.
- Preparing & planning a Seminar Presentation ; - You may find it difficult to decide what you want to say & how to say it, or perhaps the thought of speaking before an audience scares you. You should choose a topic of your interest and have a good knowledge of the fundamentals of the topic & your objectives should be clear to you.

- Planning & structuring the presentation:- A well planned structure for presenting a topic is very essential. it requires three parts. (i) Introduction, (ii) Main Body (iii) Conclusion.
 - (i) Introduction:- The topic should be introduced in a way that it should arouse attention & interest of the audience. In beginning you should greet the audience & then introduce your self.
 - (ii) Main Body:- Here you are to elaborate all the main points giving examples & illustration. The entire matter of your presentation should be organized into a logical sequence. The main body should be very explanatory & in a very simple language. You should aim at (i) clarity (ii) accuracy and (iii) Simplicity of style & language. while listening to your speech the audience should feel pleasure and satisfaction.
 - (iii) Conclusion:- The conclusion is a summary of the whole presentation. The conclusion is a interference of what you have told to the audience. It should be very brief in mentioning the main points of the topic and the importance of your presentation should be emphasized.