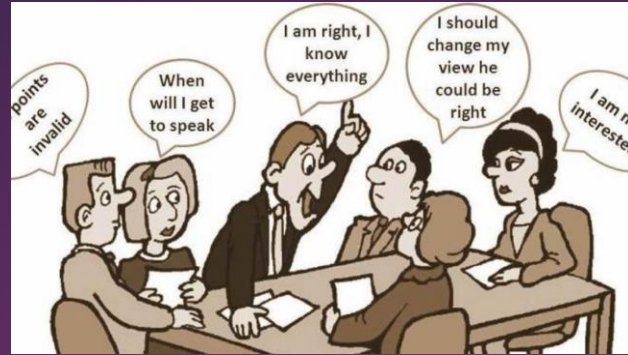
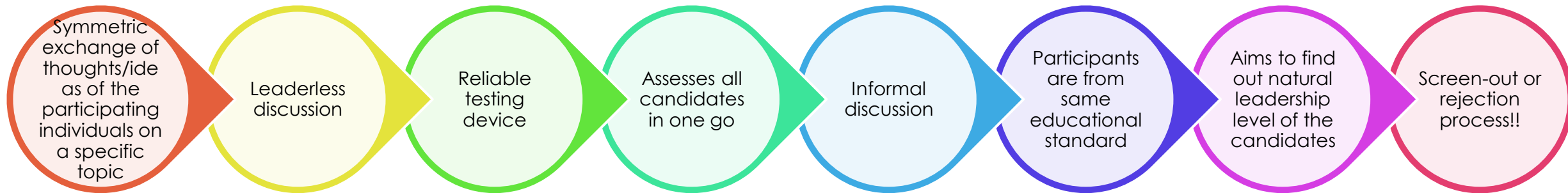


GROUP DISCUSSION



Group Discussion: Definition



Purpose behind conducting GDs



- ▶ Share ideas-solve problems-give comments
- ▶ Filters candidates' soft-skills
- ▶ Assesses the following skill set of the candidates:

Communication
skills

Leadership skills

Managing skills

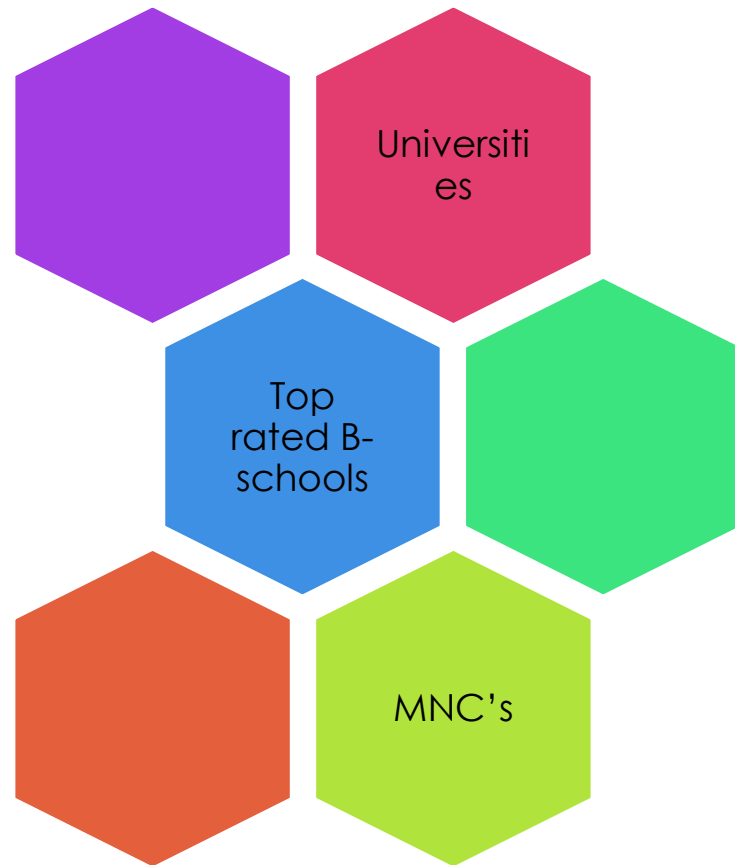
Team building
skills

Social skills

Problem solving
skills

Presence of
mind

Who conducts it?



Why students fail to perform well in a GD?

Fear of speaking in public



Lack of knowledge on the topic



No proper command on language



Organization of the presentation

Tips for an
effective GD

Time
Management

Use of props



Tips for outshining in a GD



Tips

Agree

Disagree

Rephrase



Time Management

Content Delivery

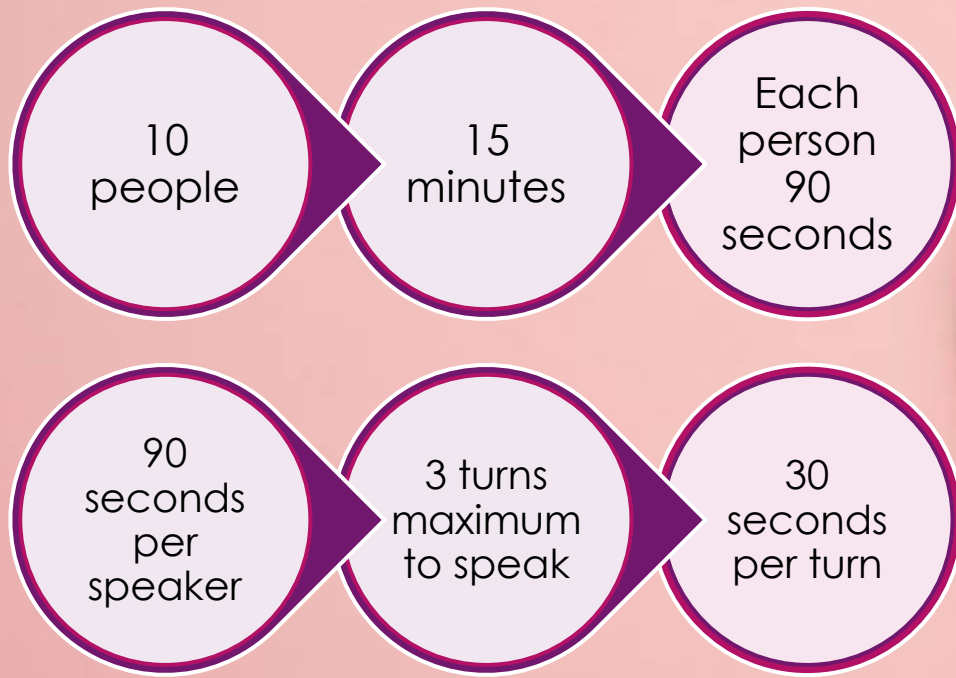
Intervening

Eye contact



Importance	High Importance	Action: Do First	Action: Do Next
	Low Importance	Action: Do Later (or delegate)	No Action: Don't Do
		High Urgency	Low Urgency

Time Management-Content Delivery



Time Management- Eye Contact



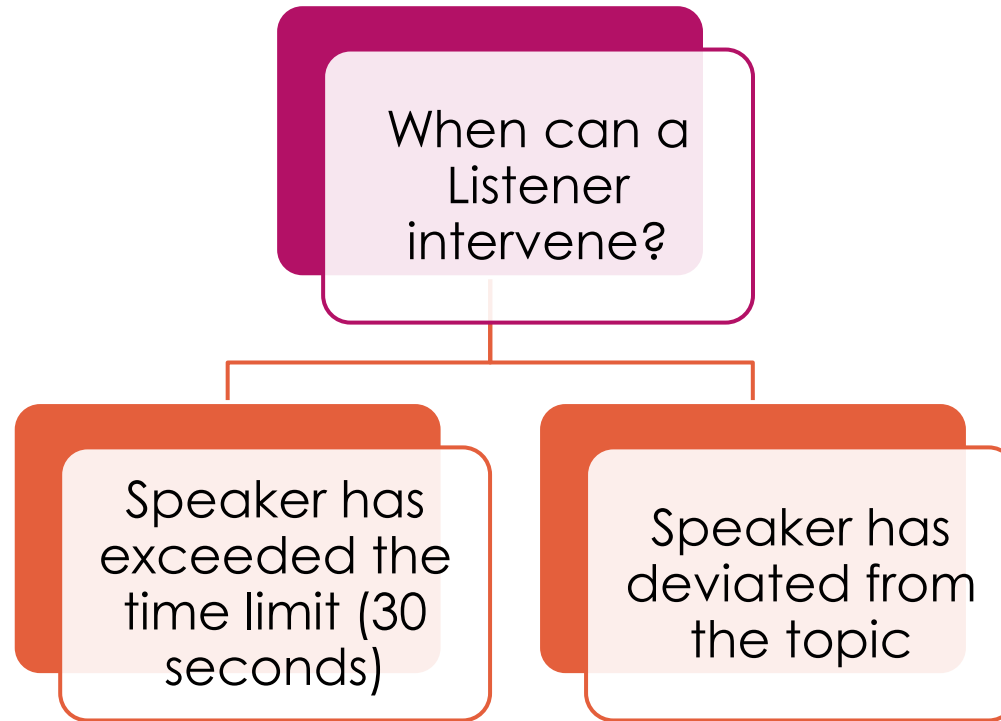
Speaker

- 30 seconds to speak
- 9 people (other than self)
- Roughly 3 seconds (max) per person

Listener

- All the time with the speaker

Time Management- Intervening



Use of Props (Pen and Paper)



► Only if allowed!

Uses

Initially, before the start for writing the important points that strike your mind

Giving the written points a sequence/order

Writing the important points(both negative and positive) contributed by participants(including self)

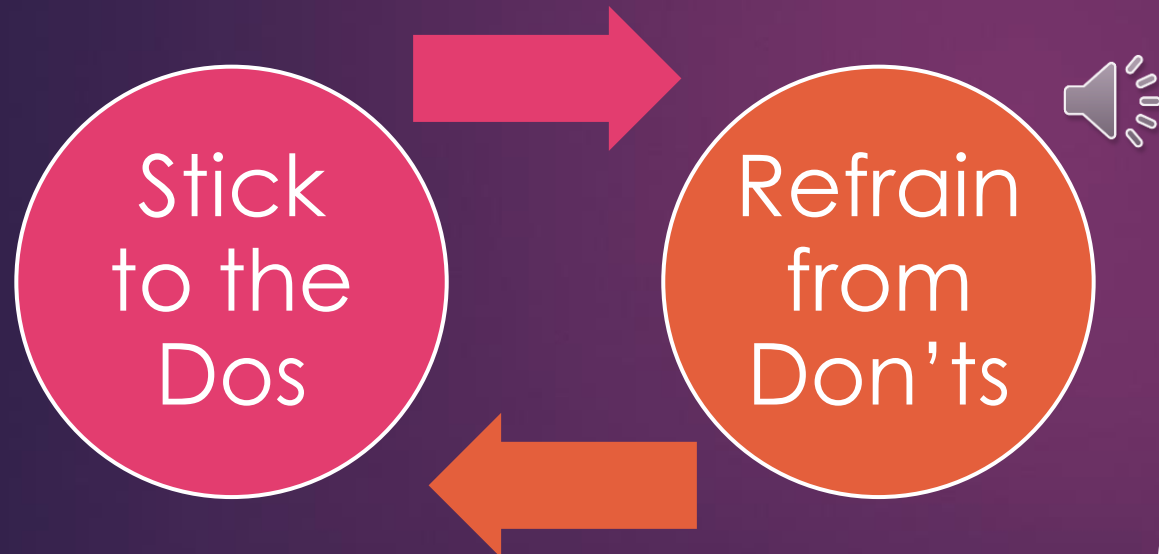
Uses

Helpful to remember and recall the points while contributing

Relieves stress

Handy while concluding the GD

Dos and Don'ts



1. Smile
2. Sense of dress
3. Facial expressions
4. Brave, confident
5. Brief, clear
6. Simple English
7. Cheerful
8. Attentive
9. Good posture
10. Open-minded

1. Frown
2. Clanking jewellery
3. Un-parliamentary language
4. Interrupt others
5. Stay silent
6. Speak continuously
7. Beat around the bush
8. Complex vocabulary
9. Intimidate others
10. Sarcastic remarks

Carry a pleasant Smile



SMILE

NOT TOO MUCH



Style of dressing up



Don't dress up for
the job you want,
rather wear
something that will
land you in the job

Neither dress like a
wannabe

Wear formal
clothes



Posture



Carry a confident and good posture (Either erect or bit inclined towards the speaker)



Avoid being a robot



This posture is a BIG NO!



Refrain from this posture as well

Posture

Don't play
with the
props

Don't
fidget

Don't use
your hands
for
scratching
your forehead or
cheek/chin

Don't
knuckle

Don't sit with
hand/fingers
or feet
crossed

Don't use
the backrest
of the chair



Facial Expressions



Positive Look



Frowning Look



Cringing Look



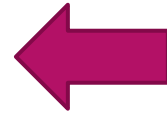
Judgmental Look



Disapproving/
confused Look



Jewelry and Make-up



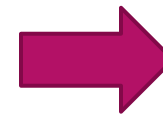
Don't wear
too much
jewelry

Don't wear
too much
make up

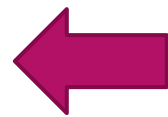
Avoid
wearing
clanking
jewelry

Go for a
simple look

Comb your
nicely



Language



Don't use
Tharoori-an
English. Yes!
It is usually a
bouncer



Use simple
English



Don't use
complex
words



Speaker
should be
comprehen-
sible to all



Avoid using
words from
any
language
other than
English



Use small,
crisp and
precise
sentences(Y
es.. Economy
of Words!!)



Language

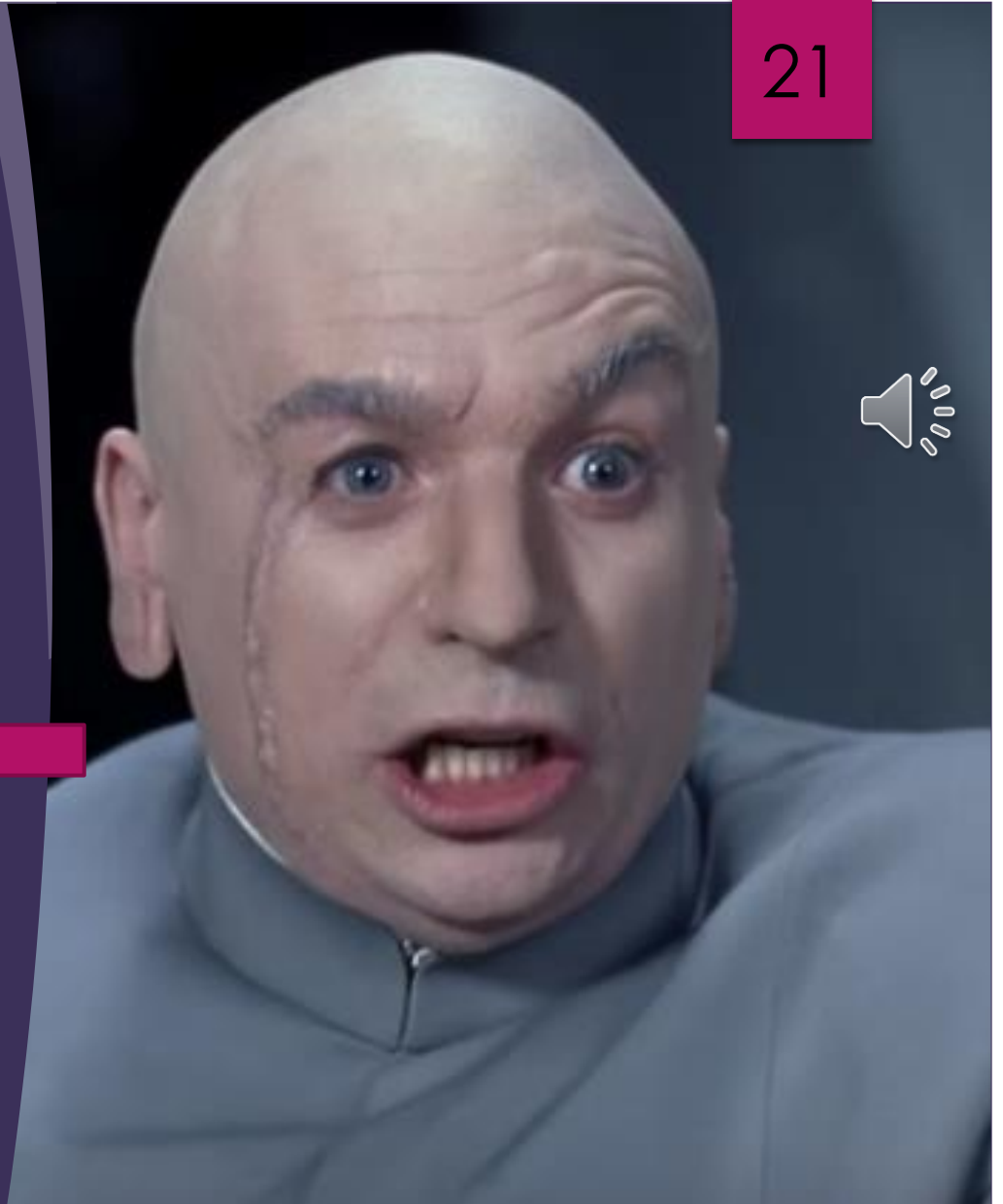
Don't use un-parliamentary language

Avoid using:

Slangs

Jargons

Impolite words



Speak



Don't stay silent
Use appropriate gestures



Don't speak too much



Don't speak continuously



Be open minded



Be attentive



Understand the
perspective of
others



Be welcoming

Be an Active Listener

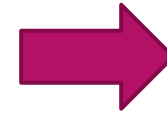




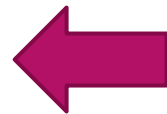
Be an Active Listener



Don't judge by the style of delivery



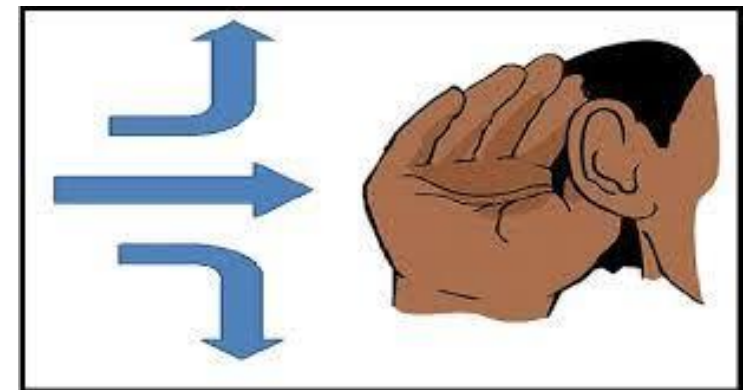
Don't be rigid about other's ideologies



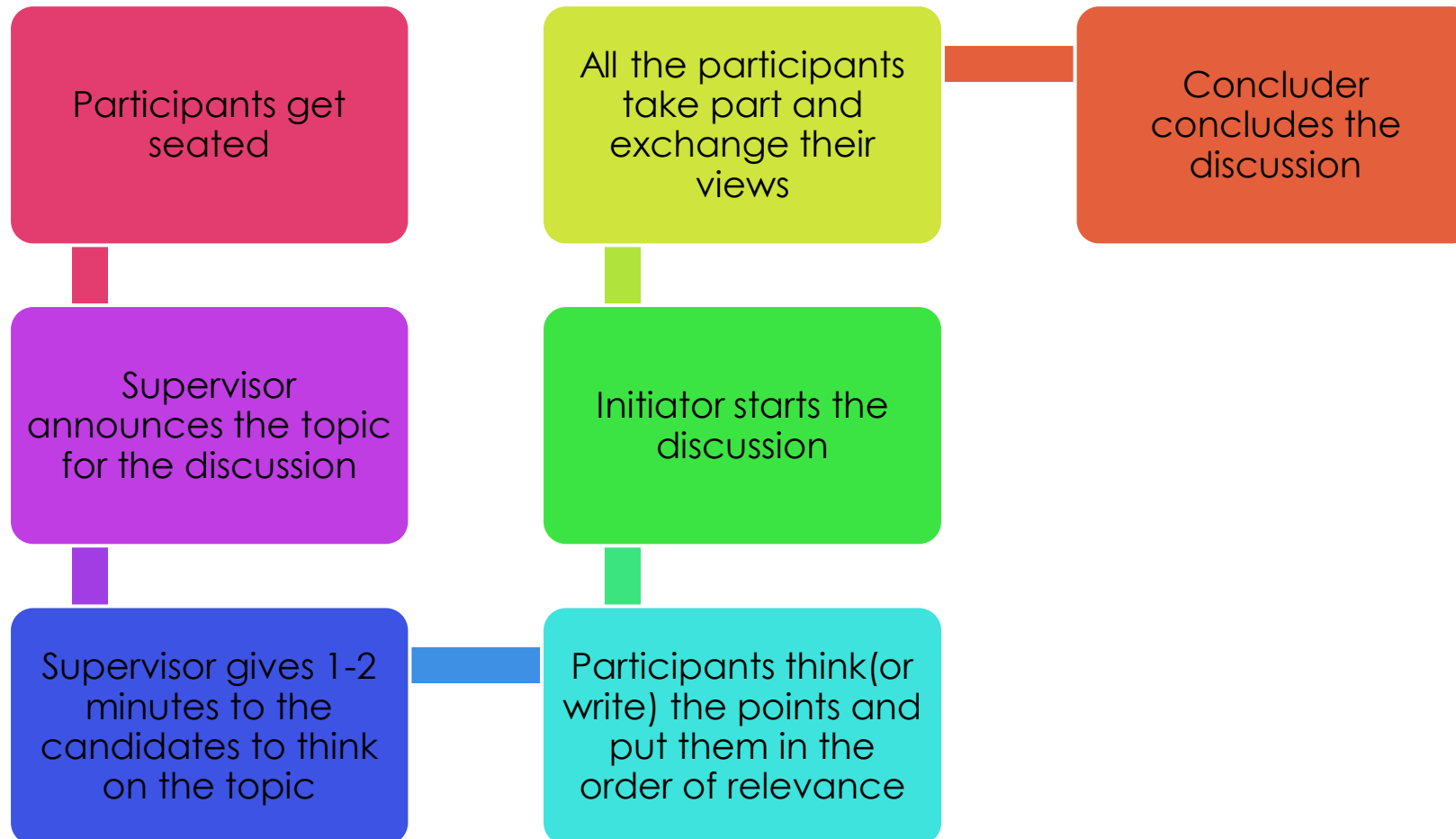
Don't be stubborn



Don't be a Selective listener



Flow Diagram of a GD Process



Who Initiates a GD?



Only If you confident
about the topic



Never when you are
clueless/confused



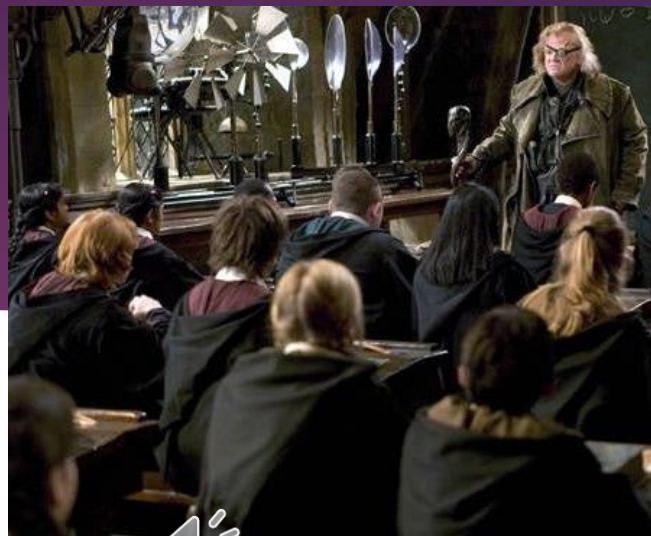
Who concludes a Group Discussion?

Supervisor can
nominate
someone from
the group

(DONOT
INTIMIDATE
ANYONE TO
CONCLUDE)

Anybody can
volunteer

If none of these
happens, then
the Initiator has
to



Qualities Judged in a GD

Communication Skills

Behavior

Open Mindedness



Listening Skills

Leadership Skills

Decision Making Capability

Analysis Skill

Subject Knowledge

Problem Solving and Critical Thinking

Attitude and Confidence

Types of GD Topics

Topic
Based GDs

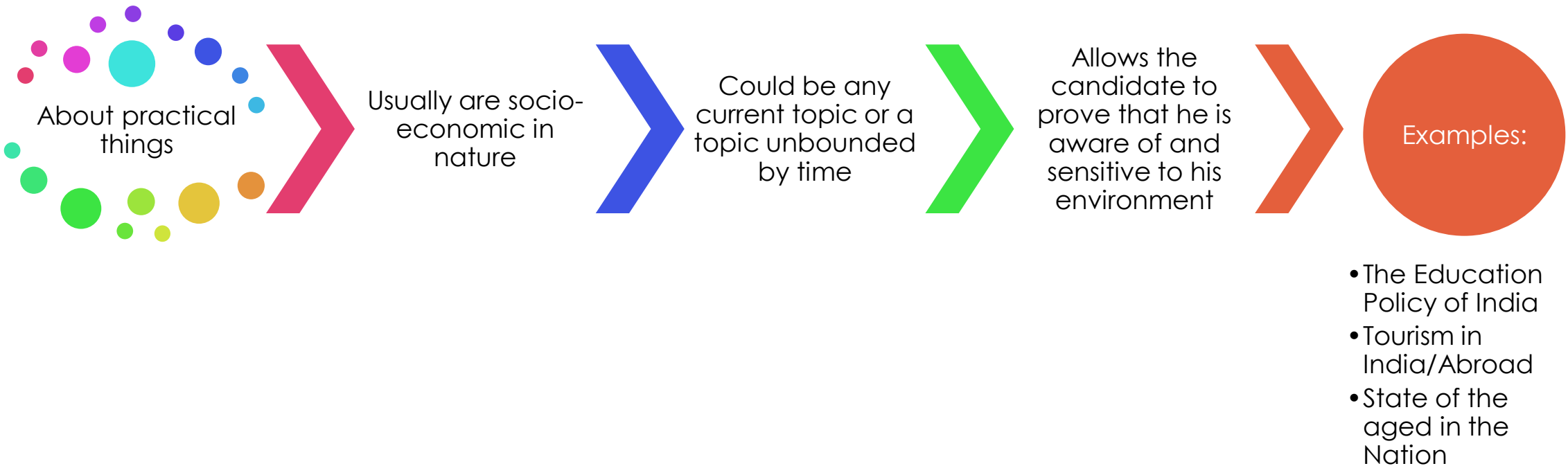
- Factual Topics
- Controversial Topics
- Abstract Topics

Case
Based GDs

- Real-Life Situation Based Topics



Factual Topics



Controversial Topics

Argumentative in Nature

Are meant to generate controversy

In GDs, such topics cause flying temper and high noise

Maturity of a candidate is checked

Examples:

- Women make Better Managers
- Reservations should be Removed
- CAA-Justified or Not!



Abstract Topics

Check on
lateral and
critical thinking

Checks on
creative bent
of mind



Examples:

Life is a
Puzzle

As it
appears, as
it is!

Haste
makes
waste

Every cloud
has a silver
lining

Case Based Topics

