

Communication Skills Workshop

Unit- 4

Group Discussion

Topics to be covered:

- Group Discussion
- Personality traits
- Dos and Don'ts in Group Discussion
- Difference between Group Discussion and Debate
- Types of topics

GROUP DISCUSSION

- The word discuss is derived from the Latin root *discutere*, which means to shake or strike.
- Discussion is an activity in which a subject or theme is thoroughly shaken and examined. Thus Group Discussion involves enquiry and examination on a particular theme among group members.
- At group discussion various members contribute to the theme with arguments in favor and against. Despite their contradictory arguments, the discussion attempts to find the solution to the problem.

A GD is a methodology used by an organization to gauge whether the candidate has certain personality, traits or skills that it desires in its members.

In this methodology the group of candidates is given a topic or a situation and are given a few minutes to think about the same and are then asked to discuss the same among themselves for 15-20 minutes.

A GD usually consists of a group of 8-10 persons.



PERSONALITY TRAITS

- Team Spirit
- Leadership
- Reasoning ability—
- Flexibility
- Assertiveness
- Initiative
- Creativity
- Listening and empathy
- Awareness - alert and use it



Dos

1. Be a good listener.
2. Listen to the other participants actively and carefully.
3. Not knowing is not a problem , do not try to bluff.
4. Make original points and support them by substantial reasoning.
5. Whatever you say must be with a logical flow.
6. Make only accurate statements.
7. Speak pleasantly and politely to the group.
8. Respect the contribution of every speaker.
9. Remember that a discussion is not an argument. Learn to disagree politely.

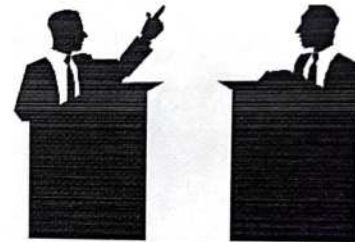
10. Think about your contribution before you speak.
11. Try to stick to the discussion topic. Don't introduce irrelevant information.
12. Be aware of your body language when you are speaking.
13. Agree with and acknowledge what you find interesting.
14. Modulate the volume, pitch and tone.
15. Be considerate to the feelings of the others.
16. Try to get your turn.
17. Be an active and dynamic participant by listening.
18. Talk with confidence and self-assurance.

Don'ts

1. Do not criticize on religion.
2. Do not get personal with anyone.
3. Do not be shy /nervous / keep yourself isolated from G.D.
5. Interrupt another participant before his argument is over.
6. Do not Change opinions.
7. Don't make fun of any participant even if his arguments are funny.
8. Do not Get irritated.
9. Don't lose your temper.
10. Don't shout. Use a moderate tone and medium pitch.

11. Don't use too many gestures when you speak.
12. Gestures like finger pointing and table thumping can appear aggressive.
13. Don't dominate the discussion. Confident speakers should allow quieter students a chance to contribute.
14. Don't interrupt. Wait for a speaker to finish what they are saying before you speak.
15. Don't engage yourself in sub-group conversation.
16. Don't repeat
17. Don't worry about making some grammatical mistakes, for your interest the matter you put across are important

Difference between Group discussion and Debate



Group Discussion	Debate
Aims for a clearer understanding	Aims to determine which side has a more credible standpoint
Less formal with less rules	More formal with more guidelines
Does not need the two opposing sides	Essential to have two opposing views
Does not always need an audience	Needs an audience
Does not need to have guidelines on taking turns	Have to properly take turns
More cooperation is manifested	Aggression may be manifested
Less complex	More complex
Participants aim to share ideas to the listeners	Participants aim to persuade the listeners
May not have a specific conclusion	End with a specific conclusion

Types of GD Topics

GD can be topic based or case based.

Topic based:



1.Factual topics:

- Practical things which an ordinary person is aware of in his day to day life.
- It gives the candidate a chance to prove that he is aware of and sensitive to his environment.
- Ex: Education policy of India, tourism in India.

2. Controversial topics:

- Argumentative in nature.
- They are meant to generate controversy.
- The idea behind this is to check the maturity of the candidate in keeping his temper under control.
- Ex: reservation should be removed, women make better managers.

3. Abstract topics:

- They are about intangible things.
- These topics test the lateral thinking and creativity.
- Ex: A is an alphabet, the number 10.

Money and happiness, Black and

Case based:

- Case is discussed instead of a topic.
- It tries to stimulate a real life situation.
- The objective is to test the thoughts of a person about various situations from different angles.