**Notes on Group Discussion**

**Many companies and institutes are making group discussion as the first criteria for screening the candidates for face-to-face interviews.** And there is reason too for giving huge importance for Group Discussion. First thing Group Discussion is used for mass elimination! And second thing group discussion selection criteria are based on actual company requirements.

Communication and Group Discussion skill are two relevant soft skills that are must for any professional.

**What skills are judged in group discussion?**

* How good you are at communication with others.
* How you behave and interact with group.
* How open minded are you.
* Your listening skill.
* How you put forward your views.
* Your leadership and decision-making skills.
* Your analysis skill and subject knowledge.
* Problem solving and critical thinking skill.
* Your attitude and confidence.

There are roughly four types of group discussion topics:

1. Factual speech topics
2. Controversial and argumentative issues
3. Abstract discussion material
4. Case studies

Factual topics for a group are - as the word says - about facts. This is a sample list of speech topics on current issues and facts:

A controversial group discussion topic is a speech topic that has many controversies, pros and cons. Keep in mind that all current group discussion topics are not my opinion, but just a sample list of speech topics!

Abstract group discussion topics are things that cannot be touched, not be easily defined or formulated. Just think in a creative manner and start a vivid group discussion with one of these abstract topics to talk about:

The fourth type of group discussion topics are so-called case studies. You determine a problem and together with the other group members you have to find a satisfying solution. These are small group discussion topic ideas. Just modify and alter where necessary, these are just guiding light topic ideas:

**Do’s and Don’ts of Group discussion:**

**1) Keep eye contact while speaking:**  
Do not look at the evaluators only. Keep eye contact with every team member while speaking.

**2) Initiate the GD:**  
Initiating the GD is a big plus. But keep in mind - Initiate the group discussion only when you understood the GD topic clearly and have some topic knowledge. Speaking without proper subject knowledge is bad impression.

**3) Allow others to speak:**  
Do not interrupt anyone in-between while speaking. Even if you don’t agree with his/her thoughts do not snatch their chance to speak. Instead make some notes and clear the points when it’s your turn.

**4) Speak clearly:**  
Speak politely and clearly. Use simple and understandable words while speaking. Don’t be too aggressive if you are disagreeing with someone. Express your feelings calmly and politely.

**5) Make sure to bring the discussion on track:**  
If by any means group is distracting from the topic or goal then simply take initiative to bring the discussion on the track. Make all group members aware that you all need to come to some conclusion at the end of the discussion. So stick to the topic.

**6) Positive attitude:**  
Be confident. Do not try to dominate anyone. Keep positive body language. Show interest in discussion.

**7) Speak sensibly:**  
Do not speak just to increase your speaking time. Don’t worry even if you speak less. Your thoughts should be sensible and relevant instead of irrelevant speech.

**8 ) Listen carefully to others:**  
Speak less and listen more! Pay attention while others are speaking. This will make coherent discussion and you will get involved in the group positively. You will surely make people agree with you.

**9) No need to go into much details:**  
Some basic subject analysis is sufficient. No need to mention exact figures while giving any reference. You have limited time so be precise and convey your thoughts in short and simple language.

**10) Formal dressing:**  
Do not take it casually. No fancy and funny dressing. You should be comfortable while speaking in group. Positive gesture and body language will make your work easy.

**Expressions for Agreeing and Disagreeing**

**Stating an opinion**

* In my opinion...
* The way I see it...
* If you want my honest opinion....
* According to Mahesh...
* As far as I'm concerned...
* If you ask me...

**Asking for an opinion**

* What's your idea?
* What are your thoughts on all of this?
* How do you feel about that?
* Do you have anything to say about this?
* What do you think?
* Do you agree?
* Wouldn't you say?

**Expressing agreement**

* I agree with you 100 percent.
* I couldn't agree with you more.
* That's so true.
* That's for sure.
* **(slang)** Tell me about it!
* You're absolutely right.
* Absolutely.
* That's exactly how I feel.
* Exactly.
* I'm afraid I agree with James.
* I have to side with Dad on this one.
* No doubt about it.
* **(weak)** I suppose so./I guess so.
* You have a point there.
* I was just going to say that.

**Expressing disagreement**

* I don't think so.
* **(strong)** No way.
* I'm afraid I disagree.
* **(strong)** I totally disagree.
* I beg to differ.
* **(strong)** I'd say the exact opposite.
* Not necessarily.
* That's not always true.
* That's not always the case.
* No, I'm not so sure about that.

**Interruptions**

* Can I add something here?
* Is it okay if I jump in for a second?
* If I might add something...
* Can I throw my two cents in?
* Sorry to interrupt, but...
* **(after accidentally interrupting someone)** Sorry, go ahead. **OR** Sorry, you were saying...
* **(after being interrupted)** You didn't let me finish.

**Settling an argument**

* Let's just move on, shall we?
* Let's drop it.
* I think we're going to have to agree to disagree.
* **(sarcastic)** Whatever you say./If you say so.