

Day 6 : Stay Ahead in Group Discussions

Course Overview (Kya Seekhenge Is Course Mein?)

Is online course mein aap seekhenge ki **Group Discussion (GD)** ke dauraan kaise **calm aur clear** rehkar baat karni hoti hai. Jab aap course complete kar loge, tab aap **easily group discussion handle** kar paoge.

Target Audience (Yeh Course Kin Ke Liye Hai?)

Yeh course un logon ke liye hai jo:

- **Undergraduate students** hain aur job dhoond rahe hain
 - **Working professionals** hain
 - **Entrepreneurs (business shuru karne wale)** hain
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Course Content (Andar Kya Kya Milega?)

Is course mein aapko yeh topics milenge:

1. **Introduction to group discussion** – GD kya hota hai, kyu hota hai
 2. **Format of a group discussion** – GD kaise hota hai, uska structure
 3. **Do's and Don'ts** – GD ke time kya karna chahiye aur kya nahi
 4. **Mock group discussion** – Practice GD
 5. **Case study** – Ek example GD situation ka analysis
 6. **Summary** – Course ka chhota recap
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Course Information (Important Info)

-  **Duration:** 2 ghante mein course complete ho sakta hai
 -  **Learning Style:** Slide-based self-learning material hai
 -  **Assessment:** End mein ek test hogा, usko pass karna **mandatory** hai certificate ke liye
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Module (6) :

Group Discussions (GDs) ki Taiyari Kaise Karen? 🚀

Hey future leaders! Yeh module aapko GDs ke liye ready karega. Chalo dekhte hain kya-kya seekhenge:

🎯 Module Objectives

- **GD kyu aur kaise hoti hai, yeh samjhenge.** (You'll understand why and how a Group Discussion is conducted.)
 - **GD mein actively participate karna seekhenge.** (You'll learn to actively participate in a Group Discussion.)
 - **GD mein kuch effective phrases use karna seekhenge.** (You'll learn to use some effective phrases in a Group Discussion.)
 - **Corporate-level GD expectations samjhenge.** (You'll understand what companies expect in GDs during job interviews.)
 - **Self-evaluation aur improvement ke tips bhi milenge.** (You'll get tips for self-evaluation and improvement.)
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🧐 GD mein Kin Baton ka Khayal Rakhein?

Jab aap GD mein ho, toh yeh points yaad rakhna, kyunki inhi par aapko assess kiya jayega:

- **Clarity:** Apni baat clear rakho, ghuma-phira ke mat bolo.
 - **Body Language:** Aapka baithne ka tareeka, gestures – sab theek hona chahiye.
 - **Listening:** Sirf bolna nahi, doosron ko sunna bhi utna hi zaroori hai.
 - **Tone of Voice:** Aapki awaaz na zyada tez ho na zyada dheemi. Ek neutral tone rakho.
 - **Appropriate Language:** Aise words use karo jo sabko samajh aaye aur professional hon.
 - **Courtesy:** Sabse adab se baat karo, chahe aap unki baat se agree na karo.
 - **Conciseness:** Lambi-lambi kahaniyan nahi, point par aao aur concise raho.
 - **Confidence:** Jo bhi bolo, confidence ke saath bolo.
 - **Correctness:** Facts aur figures sahi hone chahiye.
 - **Time Management:** Apna time sahi se use karo, dusron ko bhi space do.
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✓ ✗ GD ke "Karein" Aur "Na Karein"

Yeh tips follow karoge toh GD mein rock karoge!

Do's

- **Dress formally:** GD mein hamesha formal kapde pehno. First impression acha padta hai.
- **Maintain eye contact:** Sab group members se aankh milakar baat karo. Isse lagta hai ki aap engaged ho.
- **Have a neutral tone of voice:** Apni awaaz ko control mein rakho, na zyada tez na dheemi.
- **Try to initiate the GD:** Agar mauka mile, toh GD shuru karne ki koshish karo. Isse leadership quality dikhti hai.
- **Express your point of view at the earliest:** Jaldi apni baat rakho, takki aapka point register ho jaye.
- **Listen to all the points made:** Sirf bolne par focus mat karo, doosron ki baatein bhi dhyan se suno.
- **Be open-minded about topics:** Har topic par open-minded raho, biased mat bano.
- **Get the GD back on track if it has gone astray:** Agar discussion topic se bhatak jaye, toh use wapas topic par lao.
- **Involve all the participants:** Koshish karo ki sabko bolne ka mauka mile.
- **Try to summarize the GD:** End mein discussion ko summarize karne ki koshish karo.
- **Keep track of time:** Time ka dhyan rakho, apni baaton ko limit mein rakho.
- **Remember quality is more important than quantity:** Zyada bolne se acha hai, kam bolo par acchi baat bolo.
- **Support your opinion with examples:** Real-life ya current affairs ka example do.

Don'ts

- **Don't let a small group dominate the discussion:** Kuch log hi control na karein GD ko, sabko mauka do.
 - **Don't let the discussion drift away from the given topic:** Topic se bahar mat niklo.
 - **Don't interrupt mid sentence:** Kisi ko beech mein mat toko, unki baat khatam hone do.
 - **Don't take any topic personally:** GD ko personal attack mat samjho.
 - **Don't have an emotional outburst or shout:** Gusse mein ya emotional hokar chillao mat.
 - **Don't force others to think the way you do:** Apni baat zabardasti mat manwao, acchi reasoning se convince karo.
 - **Don't agree with all points of view:** Zaroori nahi ki sabki baat se agree karo, apna point rakho.
 - **Don't be biased:** Kisi ek taraf mat jhuko, neutral raho.
 - **Don't ignore non-verbal signals:** Gestures aur posture ka dhyan do.
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Common Phrases

GD mein smart banne ke liye kuch useful phrases:

Context (Kis Mauke Par)	Phrase (Kya Bolein)
Agreeing (Sahmat Hona)	"I agree with the point made" "That is an excellent point"
Disagreeing (Asahmat Hona)	"I'm sorry but..." "That is a good point but..." "I'm afraid that might not work out as..."
Making Suggestions	"I suggest that.." "We should..." "One way is to..."
Requesting Suggestions	"Any Suggestions?" "What do you recommend?" "Do you think we should..."

Case Study 1: Campus GD Round for a Job in Infosync Pvt. Ltd.

Scenario (Paristithi):

Infosync Pvt. Ltd., ek reputed IT company, apne Graduate Hiring Program ke liye campus placement kar rahi hai. Shortlisted 8 students ko Group Discussion (GD) ke liye bulaya gaya.

Topic of GD:

"Artificial Intelligence: A Threat to Jobs or a Tool for Growth?"

Participants & Their Behavior:

Student	Key Actions	Evaluation
Meena	GD ko confidently initiate kiya. AI ka neutral definition diya aur ek real-life example share kiya (ChatGPT in customer service).	 Strong start, leadership quality
Aryan	Bina interrupt kiye calmly apna point rakha. Facts diye like "AI will create 97 million new jobs by 2025 – WEF report".	 Data-backed input, composed delivery
Tina	Bar-bar agree karti rahi sabke saath, khud ka koi unique point nahi diya.	 Lacked originality
Sahil	Topic se bhatak gaya – bolne laga personal opinions on robots in movies.	 Off-topic
Kritika	Aankh sirf panelist se mila rahi thi, group se nahi.	 Poor non-verbal communication
Naveen	Dusre members ko involve kiya: "Meena, what do you think about AI in education?"	 Team player, inclusive behavior
Zoya	Ek baar emotional ho gayi, boli "AI logon ki rozi roti chheen raha hai!" gusse mein.	 Emotional outburst
Aman	End mein sab points ko summarize kiya in 4 lines. Clarity and tone sahi tha.	 Good closure, summary skill

What Went Well:

- Initiating with facts (Meena & Aryan)
- Polite involvement of others (Naveen)
- Summary skills (Aman)
- Confident tone and posture

Common Mistakes Observed:

- Emotional tone (Zoya)
- Off-topic ideas (Sahil)
- Over-agreement without contribution (Tina)
- No eye contact with group (Kritika)

Learning Points from the Case Study:

Skill	What You Should Do	What You Should Avoid
Initiation	Topic define karo, balanced view do	Bas opinion dena bina base ke
Participation	Apne turn par calmly bolo	Interrupt karna, dominance dikhana
Team Spirit	Dusron ko include karo	Ignore karna ya sirf apne point bolna
Content	Facts, examples do	Emotional ya personal bana dena
Closure	Discussion ko conclude karo	Bas chhup rehna ya kuch summarize na karna

Conclusion:

Infosync ke hiring panel ne Meena, Aryan, Aman, aur Naveen ko next round ke liye shortlist kiya.

Why?

In logon ne GD ke real purpose ko samjha – team discussion, clarity, listening, mutual respect, and leadership!

Practice Tip:

Try a mock GD with your friends on this same topic and assign roles randomly. After that, use the above table to evaluate each other's performance. 

Practice Questions for Self-Check:

1. GD mein sabse pehle kya karna chahiye?
 - (a) shout karna
 - (b) topic ko define karna
2. Aapne kisi ki baat se disagree kiya, aap kya kahenge?
3. GD ke dauraan aapko pata chala aap topic se bhatak rahe ho, aap kya karoge?
4. Kya kisi ko interrupt karna sahi hai? Kab?

Case Study 2 : ✨ The GD Challenge at TechVista Solutions

Background:

It was a cool Monday morning at **ABC Engineering College**. Final year students were bustling with excitement — a big company, **TechVista Solutions**, was coming for campus placements. Among several rounds, one was the most feared — **Group Discussion (GD)**.

6 shortlisted students walked into the seminar hall, feeling a mix of nervousness and excitement. Two HR panelists were already seated.

“Your topic is,” said the panelist with a calm smile, “**Is Work From Home the Future of the IT Industry?** You may begin.”

The Participants:

- **Riya** – Confident and calm, known for her leadership skills.
 - **Deepak** – A walking fact-machine, but a bit of a talk-hog.
 - **Sneha** – Gentle speaker, active listener.
 - **Karan** – Passionate, but easily flustered.
 - **Mehul** – Plays it too safe, agrees with everyone.
 - **Neha** – Balanced, observant, and composed.
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The Discussion Begins:

After a 10-second pause, **Riya** took a deep breath and began:

“Let me begin by saying that Work from Home is reshaping how we think about productivity. Many companies like TCS and Infosys are already adopting hybrid models.”

Her tone was confident but calm — she had set the tone.

Next, **Deepak** jumped in:

“According to a Gartner survey, 47% companies plan to continue remote work permanently. The IT sector has shown a 22% increase in remote productivity post-2020.”

Everyone was nodding... until he kept talking.

“And also, if you see reports from McKinsey, it clearly shows...”

Panelists started scribbling in their notes — not all good.

Then came **Karan**. Slightly agitated, he leaned forward and interrupted:

“I don’t think it works! My brother works in a remote role and he’s always stressed. It’s not healthy!”

The panelists exchanged glances. Emotion is okay — but not when it hijacks the discussion.

Sneha softly intervened:

"Karan, I understand your point. Mental health is a real concern. But we should also look at how some people find flexibility comforting, especially women or caregivers."

She was gentle, respectful — and composed.

Mehul, on the other hand, just nodded along and said:

"Yes, I agree with all of you. Good points everyone."

The panelists didn't even look up from their notepads.

Then came **Neha**, who had been observing silently. As the discussion neared its final minute, she spoke clearly:

"Let me summarize what we've discussed: Riya introduced the flexibility factor, Deepak provided strong data support, Karan highlighted emotional stress, Sneha gave a balanced view on pros and cons..."

"In conclusion, Work From Home has both strengths and drawbacks, and maybe the future lies in hybrid models."

The bell rang. Discussion over.

Evaluation Time:

Candidate	What They Did Well	Result
Riya	Initiated well, structured points	 Selected
Deepak	Gave facts, but dominated	 Rejected
Sneha	Balanced view, polite and clear	 Selected
Karan	Emotional and aggressive	 Rejected
Mehul	Passive, lacked input	 Rejected
Neha	Excellent summary, team focus	 Selected

What We Learn:

-  GD is not a debate — it's a discussion.
 -  Facts matter, but listening matters more.
 -  Leadership isn't about shouting, it's about bringing others in.
 -  Being calm and structured always wins.
 -  Summarizing is an underrated superpower.
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Summary

Toh, is module se aapne kya seekha:

- **Group Discussion debate nahi hai:** GD koi debate nahi hai jismein jeetna hai. Yeh discussion hai.
- **Body language ka dhyan rakho:** Apni body language par control rakho.
- **Tone aur language ka check rakho:** Apni awaaz aur bolne ke tareeke par dhyan do.
- **Current information se update raho:** Daily news aur current affairs padhte raho.
- **Panic mat karo:** Darro mat, relax hokar participate karo.
- **Formal decorum maintain karo:** Poori discussion mein formal aur respectful raho.
- **Apne strengths aur weaknesses ka self-evaluation karo:** Apna GD ka record suno ya kisi se feedback lo.
- **Regular practice se improvement hota hai:** Daily ek chhota sa mock GD karo apne friends ke saath.