

GROUP DISCUSSION



Group discussion is a method used by an organization to measure whether the candidate has convinced individuality, traits and skills that it desires in its teammates. In this method, the group of candidates is given a topic or a situation, given a few minutes to consider about the same, and then asked to discuss the topic amongst themselves for 15-20 minutes. So, to make you aware more about group discussion skills and other important information we have mentioned below the details for the same.

Do's & Don'ts of a Group Discussion

1) Dress Formally

Dressing sense of a person helps making the first impression and determining one's personality – so do not take it casually. Dress smartly in a formal outfit for the GD and PI round. It will add to your confidence and keep you

comfortable while speaking in a group. Positive gestures and body language will make your work easier.

2) Don't Rush into It

Initiating the GD is a big plus. But it works in your favour only when you understand the GD topic. If you are not sure about the topic, take your time, take a cue from others and then frame your argument. It will help you appear more measured when you speak and bring out your analytical skills.

3) Keep Eye Contact While Speaking

Stay relaxed and keep eye contact with every team member of the group discussion while speaking. Do not look at the evaluators only.

4) Allow Others to Speak

Do not interrupt others during the GD. Even if you don't agree with their points do not stop them from speaking. Instead make a mental note and state your points when it's your turn. This will show that you are not desperate to blow your own trumpet and are mindful of other people's opinion.

5) Don't be Aggressive

Speak politely and clearly. Use simple language to convey your thoughts without being irritable. Don't be aggressive even if you need to disagree with someone. Express your feelings calmly and politely.

6) Maintain Positive Attitude

GD is a team activity. Be confident but do not try to dominate anyone. Remember it's a discussion and not a debate, so express your thoughts calmly and politely. Ensure a positive body language. Show interest in the group discussion when others are expressing their thoughts. This will make you appear as someone who is a team player.

7) Speak Sensibly

Do not speak just to hog the limelight. Don't worry even if you speak less. It is always better to talk less but sensibly than beat around the bush. Your thoughts should be sensible and relevant. Wasting the group's time with your irrelevant speech or speaking without proper subject knowledge will only create a poor impression.

8) Listen Carefully to Others

Being a good listener is an important skill to succeed in group discussions. Pay attention when others are speaking. This will encourage coherent discussion and you will be able to get involved in the group positively. That way, others are also more likely to be receptive to your points.

9) Avoid Time-Consuming Details

A basic subject analysis is sufficient. There's no need to mention exact figures and statistics while making a reference. You have limited time in a GD, so be precise and convey your thoughts in a smart and crisp manner.

10) Keep the Discussion on Track

If you find the group is digressing from the topic or goal then simply take the initiative to bring the discussion back on track. Uphold and emphasize the group's common objective to stick to the topic to arrive at some conclusion at the end of the group discussion. This will exhibit your leadership skills.

ESSENTIAL SKILLS FOR GD



Knowledge:

Knowledge imitates your capability to have an estimation on issues and anxieties of modern significance and hence your aptitude to attach with diverse aspects of the surroundings. Here, knowledge refers to a sharp differentiator and helps you to influence a strong spirited advantage. Unless you have the necessary knowledge of the given topic, your discussion runs the hazard of being low and exterior. Being well versed in present affairs and issues of simultaneous importance can help you to do well along with this limitation.

Interpersonal skills:

It is reflected in the aptitude of the candidate to interrelate with other members of the collection in a concise situation. Emotional mellowness and stability

promote high-quality interpersonal relationships. The person has to be more community-centric and less self-centered.

Proactive:

If you have content to speak, don't wait for others to start with the group discussion. The one who gets an opportunity to speak first gets an opportunity to drive the Group discussion. There may come a time where other members are not speaking up, or the situation is like a vegetable market that time you can take a proactive step and ace your group discussion round.

Leadership:

Among the mass of brilliant candidates, there's always a possibility of getting overshadowed and dense. It could be the case were smooth if the other candidate is not as much of well-informed in academics, but his or her one excellence of putting onward his positives and aptitude to manage the circumstances will make him/her earn a good point.

Time Management:

Time is one of the innermost things. Its correct use can take you to heights, and its disregard can make you fall on the land. During the group discussion, make yourself definite that you will speak not less than two minutes.

Logical Ability:

This indicates your aptitude to efficiently flowchart your thought process and examine the topic in a comprehensive manner. It reflects your aptitude to build logical arguments and make up the discussion in a sleek manner, avoiding chance forays.

Communication skills:

This evaluates the candidate's aptitude to attach with the group and is calculated from a dual viewpoint - verbal and non-verbal. While verbal communication achieves the student on limitations like facility, articulation and intonation, the non-verbal quotient defines his/her body language, signal eye contact and bearing.

Group dynamics:

This demonstrates the skill to smack stability between individual brilliance and group performance. A person scoring high on this parameter will be more credible to work in groups and hence donate successfully to organizations.

EVALUATION PATTERN

A group discussion is the foremost way of judging the suitability of a candidate. Be it ascertaining a seat in a leading institution or finding a berth in a reputed organization, you cannot overrule its importance. Although you need to train yourself for every probable situation that may arise on the scene, there are certain specific areas that form the key to your success in the test assemblage. These are the fundamental yardsticks that are actually employed on paper to assess your contention. Mastering them with heart, while still having a strong grasp of the other vital aspects of a GD - will make you invincible in the upcoming fixtures.

To know how to prep up for these crucial team meetings, you first need to understand the marking pattern of a GD. Not all institutes disclose their evaluation criteria, and there is a lot of variation in the assessment model and the review indices among the different B-schools all over the world, so that, it is practically infeasible to arrive at a standard that fits all. But, there are certain points common to each of these tests. So, what are those decisive areas you should particularly pay attention to? Well, you should scroll below to see those points unfold.

Evaluation Criteria of a Group Discussion

Your Dressing Sense

How you dress up has a huge bearing on how people perceive you. Some organizations provide a degree of leeway in their dress code as a modish way to recognize personal freedom. If you have not been specifically communicated about the dress code, you should opt for a moderately to strictly formal garbing.

Do ensure that you don't look obscene or awkward. Else, your earning point may turn into the primary weak link.

Introducing the Topic

It is said that well begun is half done. So, the person who initiates the topic always gets an upper hand in comparison to his fellow competitors. Starting a discussion or proceedings is always looked upon as an inherent leadership skill which is essential to survive in an industry or institution. The person who takes the first lead has the advantage of making his first impression in front of the assessment panel. Try to cash upon this early bounty.

Presentation Skills

When you walk in for a group meeting, you not just have to convey your ideas, but also present your whole self to the audience. Putting your opinion in a convincing manner makes the group members appreciate your view and makes them pay attention to your thought process. If you are presentable, you will win hearts in a conversation and also win the contest in the bargain. So next time whenever you are planning to meet a fixture, prepare in advance. Give due respect and industry to your style, accent, facial expression and your body gesture to make the final cut.

Self Confidence

Do you hesitate or stutter in putting forward your thoughts? Or, do you lack that aplomb to support and propagate your stance? If yes, then it's a big red signal for you. You are almost never going to flourish in a precarious environment as the markets command today. When you lack confidence, you not only tend to lose track of your thought process, you also behave in a clumsy and unattractive way. Nervousness can easily be won with live practice and mental control techniques. Please, help yourself on this criterion before you get allotted a zero mark by the evaluation committee.

Listening Skills

Paying attention to others is of equal importance to expressing yourself to others. The judges watch closely the whole proceedings to analyze if you are

sincerely following and enriching the discussion. If you are inattentive, you miss the significant part of the communication, and are liable to add little value to the topic. If you don't scrutinize or approve your fellow debaters, chances are, you are not following them at all, which is noticed by the onlookers, and the result is a punitive marking. To protect yourself from the whip, listen carefully to other participants and jot down your concerning arguments on a sheet of paper.

Communication Skills

Communication is one of the basic modes of connection between people. Both spoken and sign language amalgamate to form an effective blend of a resourceful speech. Your language skills need not be immaculate, but it needs to be decent, at least, to be able to portray your ideas in an efficient manner. Fluency is a key aspect here, meaning, you should be able to complete your discourse with least possible breaks or unnecessary pauses. Your facial expression should support and enhance your words. Your attitude should be positive and you should be able to read and adjust to the mindset of the audience.

Body Language

Body language forms the chief basis of a nonverbal communicate. Ignoring this element overrides all the diligent and persistent exertion applied by a candidate towards the preparation for a group chat. A positive body posture with straight back and a slightly tilted head is desirable. Appropriately mild facial expression along with a pinch of effectual eye connect depicts your maturity and guts. Don't express anger or apathy as they are perceived as negative emotions. Don't be over excited or euphoric. Display dignity and firmness.

Team Spirit

Graceful group behavior requires coherent devotion towards a common cause. It is advisable to approve and recognize a welcome idea with judicious appreciation, and mildly disagree with a poppy-cock notion in a conversation. Never overreact or dramatize an error, but try to reach to a consensus by recognizing the best propositions towards a shared theme. By the time you walk out, your topic must completely be dealt with, and your peers must regard you as a pal.

Competence and Zeal

The people who follow their passion are most likely to succeed in the long run. The judges' panel is eager to know how much enthusiasm is ingrained into your stature. The hunger to triumph over the hurdles is also tested in a formal chit-chat where you counter your opponents' views and promote your own beliefs. The more competence you show in such ambiance, the more fit you are deemed to be in a real life scenario. That said, too much of anything is hazardous. Don't head towards heated encounters and lose your cool. Be graceful in conveying your message to your peers.

Presence of Mind

Being alert and proactive makes your venture a fruitful one. At one or more times, you get stuck or encounter a deadlock amidst your GD. This is the time to use your common sense and take stock of the situation at hand. The way you conduct under these constraints is clearly visible to the audience, and you get rewarded with extra points in your kitty. Your reaction time and accuracy of thought process are of immense importance here.

Persuasive Skills

A group discussion is a great place to showcase and retest your persuasive might. Your means and techniques to convince others is a vital judging space for the examiners. It is all about how you move about in a conversation and make your peers believe and approve your theory. While persuading others, it is important not to indulge in a tall talk or frivolous assumptions or it may mar your overall performance. In case, you are not entertained, keep cool and maintain your composure. Wait for another opportunity or grab the one that comes along.

General Awareness

Being aware of the happenings around you and the globe is another bright side of a suitable candidature. The committee supervising the meeting wants to know your grasp on the current affairs of your sphere. It also wants to know the amount of knowledge you command over the subject or stream you aspire to pursue a career in. So, make yourself acquainted with the common terms and

concepts concerning your realm. Also, keep an eye upon the day to day incidents affecting the global ambiance.

Ethics and etiquette

Your conduct, both in and out of the test premises, also forms a mandatory element of the quality checklist for the GD organizers today. They want to sneak into your moral fiber to ascertain that you last long enough to contribute significantly to the society maintaining, at the same time, a clear and blot-free image for yourself and the institution. Your overall first-rate behavior, self respect and respect for others makes you a lucrative future prospect for the organizations.

Concluding the GD

After a lot of hue and cry, you want to afford a summarizing end to the debate, which is after all, the basic motto of such an endeavor. Concluding successfully within the given time frame earns a thumbs-up point for all the team members. It displays your commitment to adhere to the timeline, your punctuality and your result oriented approach towards a problem. The conclusion must be brief and comprehensive. Try to close up the GD, if you missed the opportunity to start it off.

Now, if you have been reading through and paying attention, it should be crystal clear that a big pile of possible glitches are there to pop up and disrupt your odds in a group discussion. But instead of being skeptical and weary of preparation, you should note that most of them are inter-related, and that it is not entirely impractical to adjust and train yourself for the contest. Just treat them positively, and regard them as positive earning points rather than blockages in your way. You are going to find that as nothing is impossible in the world, so is winning a GD - merely a ploy of the attitude you possess.