Group Discussion

Discussion = * Talking about a topic in <u>Detail</u>.

Group - * GD is a <u>process</u> in which we have to talk,
Discussion interact and make an impression on one or more
            than one person.

      * It doesn't involve only speaking, it also involves
listening to what others are saying.

      * It is a good practice to compliment what
someone just said and extend upon it.

     * It is <u>systematic</u>. Everyone in group should
speak one by one and everyone should
contribute something new about the topic
everytime they speak.

     * It is <u>purposeful</u> & <u>Goal-oriented Activity</u>
- We should not deviate from the main goal/
    purpose of topic.
- The conclusion is only said by the person who
speaks at the end.
- GD should end on a positive note.

    <u>Importance of GD:-</u>
→ Problem Solving - * Problem given to us will be

a boiling ~~topi~~ /serious topic
our points should be problem solving, not problem creating

→ Decision Making — we are judged on our responses and statements.

→ Personality Assessment - Appearance, first impressions

Characteristics of successful GD:

① Agreement of Group Goals.

② Goal oriented Interaction

③ Agreement on Procedures → have reasons to agree with someone's statement

→ gives tr rxⁿ to others
→ facial exp

④ Cooperative and Friendly Atmosphere. → body lang

→ strategy

⑤ Use Effective Communication Techniques

→ let others speak, don't interrupt/ contradict

⑥ Equitable Distribution of Participation

⑦ Shared Leadership.

GD as a tool of Selection

1) Subject Knowledge → how you represent the knowledge
→ Logical, detailed, Analytical, Calculative (figures), Facts, latest, Comparative examples to show validity

2) Oral Communication
→ Listening Skills
→ Language + Vocabulary
→ Clarity of Expression → smile → don't give confusing expression/statements
→ Positive Speech attitudes
→ Clear Articulation → no blabbering, stuttering, be composed & fluent with pronunciation
→ Non-Verbal Cues → Non verbal communication types

3) Leadership
→ Initiative → who is taking more initiative → shows you've full knowledge on subject
→ Persuasiveness → art of convincing but not manipulating
→ Analysis → How you analyse subject & team members
→ Motivation → looking forward to all researches/ opportunities in future abt topic you're speaking.
→ Assertiveness
→ Self confidence → How you are sitting & acting
→ Objectivity → is your goal your own words or team words
→ Patience & Composture → do not interrupt → let other's finish

4) Team Management
→ Adaptability → adapt to surroundings even you are uncomfortable don't complain
→ Positive attitude
→ Cooperation → cooperate with others, don't argue
→ Coordination → who is ready to speak one after another → who is kept as backup.

tangible = smth we can touch   # Unit-III
intangible = smth we feel.   ## Technical Communication

Technical writing :-
* Occupational Paper → 5 internationally published = Phd
* Research Papers
* Conference Papers   5 Research paper, 5 Article
* Key note speech   Published = Semi Phd.
* Article writing
* Technical document in Specific writing.

Objective of technical writing :-

* Data should be of quality & have clear and organized information (previous to recent in report), also should have evidence to prove originality.
* To make decisions → ease decision making → Conclusion.
* Fulfill the needs of society → socially useful.
* To motivate the employees and raise their morale professionally.
* To give instructions to the Subordinates
* To make request, give suggestions & order.

* To project image & good will.
* To communicate with Government officials.
* To give concreteness to rules & regulation followed. → legal proof
* To document information for future use.
* To validate plans and decision.
* For receiving feed backs.
* To recieve constructive feed back.

Difference Between:

	General Writing		Technical Writing
Content	official → Practical unoffical → imaginative	} Amalgamation of both	official / Professional factual / straight forward
Style	Informal style and approach		Formal approach / Mostly formats have a fixed style
Flow of information	No flow or pattern of information		Info regulated as per need, follows a set pattern
Nature	It may be partial & subjective.		Impartial and objective
language & voice	Simple language, 1st person		Passive (3rd person), Vocab. the graphs, flowcharts, Piecharts illustrates.