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#### #DOS OF GROUP DISCUSSION:

Listen to the subject carefully

Put down your thoughts on a paper

Initiate the discussion if you know the subject well

Listen to others if you don't know the subject

Support your point with some facts and figures

Make short contribution of 25-30 seconds 3-4 times

Give others a chance to speak

Speak politely and pleasantly.

Respect contribution from other members.

Disagree politely and agree with what is right.

Summarize the discussion if the group has not reached a conclusion.

#### Dress Formally

Dressing helps make the first impression and determines one's personality – so do not take it casually.

Dress smartly in a formal outfit for 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 thoughts do not snatch their chance to speak.

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.

Make sure your first entry is well planned.

The first impression goes a long way in establishing your credentials.

Enter the discussion with a strategy, rather than a random input.

If you are the first speaker understand the difference between starting and initiating the discussion.

Initiating is about imparting an overall direction to the discussion and panning out an agenda for the group.

Starting is merely speaking for the sake of speaking.

Establish eye contact with the key participants, but do not ignore the other participants.

While the active participants need to be acknowledged more frequently, the passive ones should not be completely overlooked.

You may follow Pareto's 80-20 rule here, with 80% of the attention being given to the key participants and the balance 20% being given to the other lot.

Use a strong voice, clear diction and correct grammar. This gives you an operational advantage.

Try getting as many likes as possible. Eventually the discussion boils down to group dynamics and collaboration.

Creating likeability may help you to navigate more effectively through the course of the discussion.

However this doesn't imply lack of constructive arguments wherever required.

Do take counter arguments gracefully and display good listening skills, projecting you as a good learner.

#### #DONTs OF GROUP DISCUSSION:

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Disagree politely and agree with what is right.

Summarize the discussion if the group has not reached a conclusion.

Don't start for the sake of starting.

This may project you as an impulsive person with lack of planning and organizing skills, which totally discounts your candidature for a management program.

Don't speak randomly without a plan and structure.

This may give an impression to the panel that you are speaking and not adding any value to the discussion.

Don't be arrogant, overaggressive or vain.

This may evince a negative attitude with poor interpersonal skills.

Don't show a lack of attention or energy.

This may show that you are indifferent to the task at hand.  
Kindly appreciate that energy is the capacity for doing work and any compromise on adequate energy levels will portray you as someone who is not task driven.

Don't look at only the key speakers in the discussion.

It is your responsibility to respect all members of the group.

The key speakers should definitely be given more attention, but this should not imply that the passive speakers are totally neglected.

Don't condemn or severely criticize anyone's view point. Everyone has a right to his/her opinion.

It is possible that some members of the group get aggressive while expressing themselves but they need to be managed in a certain other way.

Don't indulge in cross discussions when the main discussion is in progress.

This amounts to transgression and does not conform with formal etiquettes.

Don't form cartels to visibly monopolize the discussion.

This is seen as an act of violating the essence of an open, natural discussion.

This also projects you as a person vying for undue control/power.

Don't get restless and jittery when someone counters your point.

It is natural that in a discussion your point gets contradicted.

You are supposed to respond with facts/examples/illustrations/logic.

Don't get into unnecessary arguments or futile conflicts with other speakers.

This will only add to the opportunity cost.

Don't look at the panel while making a point.

This may project you as an attention seeker and an insecure person.

Don't fold your arms or cross your legs to slip into an over casual posture.

It is a formal occasion and you cannot portray an informal/casual appearance/attitude.

Don't enter your neighbour's private space while making a point.

This is a violation of his/her intimate space and will be seen as a breach of a code of conduct.

Don't over gesticulate. This may project you as an impulsive person.

Don't scream and shout to prove your point as it negates the importance of poise and composure.

#### **#IMPORTANCE OF GROUP DISCUSSION IN THE PROCESS OF RECRUITMENT:**

A group discussion is essentially an arrangement wherein a group of individuals (generally applicants to professional degree courses or certain job profiles) are made to sit in a group (usually of ten to twenty) and asked to share their opinions on a certain topic of discussion and use rationale to conclude at the end.

Speaking effectively in a group discussion is achieved by means of body language as well as public speaking skills.

There are a number of ways to make ones performance in a group discussion effective and impressive.

In terms of body language, the following are very useful tips to carry oneself in a group discussion:-

1. Sitting with a straight back and both hands on ones knees appears formal and confident simultaneously while also making one feel more confident.

2. Making eye contact with each individual in the group creates more room for communication.

3. Nodding shows receptivity.

4. It is important to be assertive yet humble while also being oneself during a group discussion.

In terms of speech (a very important factor in a group discussion), the following points must be kept in mind:-

1. It's great to seize the opportunity to speak first if you have an understanding of the topic and a valid point to make.

If not, it is advisable to wait for another to speak and step in for value addition.

2. Facilitate contribution from others.

3. Without aggression, be assertive, without submission, be humble.

4. No one is a personal friend during a group discussion.

The tone of the discussion is impersonal and cordial.

5. Avoid creating a fish market as far as possible.

If you find yourself in one, break it, by raising your voice just enough to be heard and making a very heavy point (such as facts and figures to support your stand).

6. Statistics and facts are very impressive but need to be real and backed up by references in case one is questioned.

7. Don't repeat a point, be lengthy or irrelevant.

Intervene if someone else is going off on an irrelevant tangent.

8. Don't take to making one on one conversation.

9. Be simple in your speech and conclude objectively.

In terms of mindset and behavior, one must remember:-

1. That one's skills as a team member and personality are being observed by the moderator at all times.

2. That one is mostly answerable for his/her actions during the group discussion in the personal interview which generally follows.
3. That being nervous will not help and being genuine will.
4. That leaders take a topic on its proper path.