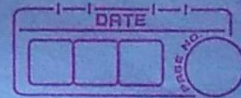


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shubham



Academic Year: 2020-21

Year/semester: SE-I

Date: 05/Dec/2020

Department: Computer Engineering

Subject: Business Communication skills

Title: Group Discussion

Problem/Definition: Participating in group discussion on current affairs/social issues/ethics & etiquettes.

Definition, Description & Types:

Definition & Description:

"GD" is like a chemical process in which the elements are modified & combined but not lost."

It is refer to a situation in which a small number of persons meet face-to-face & through free oral interaction among themselves exchange information @ attempt to reach decision on shared problems.

Discussion is out of talking @ writing about something in detail & from several points of view by talking to someone else about it.



Types:

- 1> structured & Unstructured
- 2> Chairman type of GD
- 3> Role Play

Do's & Don'ts of GD:

Do's:

- 1> Sit comfortably
- 2> keep track of time

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- 3> share time fairly
 - 4> Encourage participation from others
 - 5> Rope in the reticent / different ones.
 - 6> listen to the topic
 - 7> Organize ideas
 - 8> speak at the earliest
 - 9> Allow supporters to back your ideas.
 - 10> Sound cogent & convincing
 - 11> Avoid skirmishes & heated debates.

Don'ts:

- 1> Be in hurry.
- 2> Be silent.
- 3> Dominate vocally / physically
- 4> Assume the role of the chairperson.
- 5> Be belligerent
- 6> Take extreme stance
- 7> look at evaluators
- 8> Appear to be impatient / restless
- 9> Get emotional.
- 10> Use slang
- 11> Throw all ideas at one shot

Difference b/w GD & debate:

1> Goal:

The goal of GD is to have clear understanding of chosen topic, on the other hand, debate is conducted to verify if a certain standpoint is more credible than its opposite.

2> formality:

as they do not have strict rules on topic coverage, time taking turns, mode of speaking, and others.

3> Position

The contradicting positions are evidently stated in the beginning of a debate whereas two opposite opinions are not needed for a group discussion to commence.

4> Competition

In debate, there is a winner & loser though there are times when the results can be draw. As for GD, the participants are not competing with each other so they do not need to worry about gaining points.

5> Conclusion:

Debates end with a specific conclusion which denotes the winning side whereas group discussions may not have a specific conclusion as there is no winner nor loser at the end.

Conclusion:

Group discussion allows one to do / to know about the topic in depth through the opinions of other participants. It also involves team building, collective contribution of ideas. It is essential to have group discussion on certain topic if one wants to know topic in detail & develop better understanding.