

Dos & don'ts in GD Proper research about that topic In how many ways we can talk about Topic & proper conclusion to the topic & how can we give the suggestions to the society in the conclusion easy words and easily understanding

## **Dos and Don'ts in Group Discussions (GD):**

### **Dos:**

1. **Prepare Well:** Research the topic beforehand to understand it better.
2. **Listen Carefully:** Pay attention to what others are saying.
3. **Speak Clearly:** Express your thoughts in a clear and organized way.
4. **Use Facts:** Support your points with evidence like examples or statistics.
5. **Respect Others:** Be polite and don't interrupt others.
6. **Participate Fairly:** Share your ideas but give others a chance too.
7. **Stay Calm:** Keep your cool even if there's disagreement.
8. **Summarize:** Recap the main points during the discussion.
9. **Ask Questions:** Seek clarification or ask relevant questions.

### **Don'ts:**

1. **Hog the Discussion:** Let others speak too; don't dominate.
2. **Be Argumentative:** Disagree politely; don't argue aggressively.
3. **Go Off-Topic:** Stick to the main subject; avoid unrelated topics.
4. **Interrupt:** Wait for others to finish speaking before you speak.
5. **Get Emotional:** Stay calm and focus on the facts, not emotions.
6. **Assume Things:** Base your arguments on facts, not guesses.
7. **Ignore Others:** Respect everyone's ideas; don't dismiss them.
8. **Rush:** Take time to think and discuss; don't rush decisions.
9. **Forget Time:** Manage time well to cover all points.

## **Proper Research about the Topic:**

Before the discussion, read up on the topic from reliable sources. Understand different views and gather facts, examples, and numbers that support different sides.

## **Ways to Talk About a Topic:**

During the discussion, you can approach the topic in these ways:

- **Define and Explain:** Explain what the topic means.
- **Causes and Effects:** Talk about why it happens and what happens because of it.
- **Compare:** Compare it with similar things.
- **Good and Bad:** Discuss what's good and bad about it.
- **Future:** Say what could happen next because of it.
- **Personal:** Share your own experience with it.

## **Proper Conclusion to the Topic:**

To end the discussion well:

- **Summarize:** Repeat the main points.
- **New Ideas:** Say what new things you learned.
- **Agree or Not:** Say if everyone agrees or not.
- **Suggestions:** Give ideas for what to do about it.
- **Next Time:** Ask if anyone has more to say.

### **Giving Suggestions to Society in the Conclusion:**

When giving ideas:

- **Possible:** Give ideas that can really happen.
- **Good:** Say why your ideas are good.
- **Hard Things:** Say what might be hard about them.
- **For Everyone:** Help everyone, not just some people.
- **Long Time:** Think about what might happen later.

Using these tips, you can talk well in a group and help everyone understand and learn.