

Employment Communication - A Lab Based Course
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Lecture – 25
Strategies for Success in GDS

Welcome back friends to the course on Employment Communication. And today we will be concluding in lecture 25 the topic on group discussions, so that we are in a position to enter the workshop or to go to the lab classes on a practical session for group discussions may be 4 or 6 of them as much as time permits in this course. So, we have for you today lecture 25 Strategies for Success in Group Discussions.

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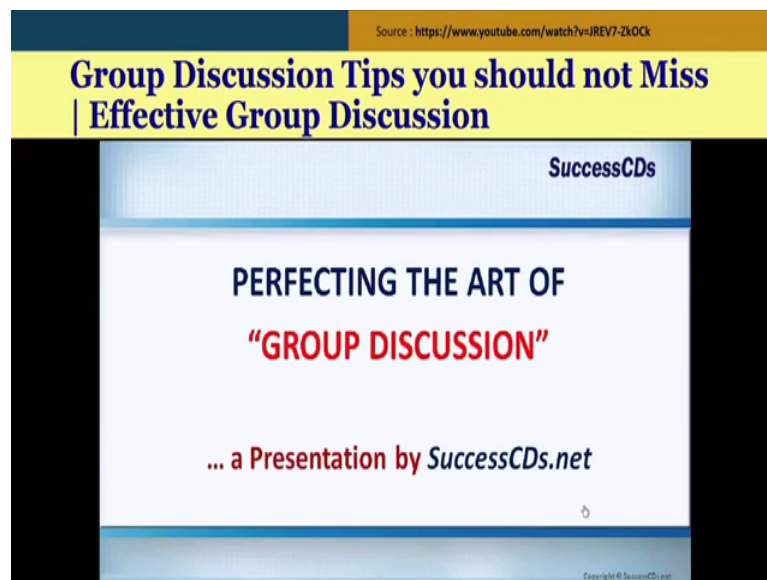


The topics I will cover in this presentation is mostly of a nature of a complement to the previous lecture, lecture number 25. If in lecture number 25, I have presented some concepts to you in lecture number 25 this the present lecture, I will be rounding up the entire topic on group discussion. So, it will be more or less revisionary in nature, it will be summative in nature, this presentation lecture 25 on strategies for success in group discussions.

First of all I will talk about the types of group discussions, a simple presentation simple part of the presentation. Why do we have GDs, and number 10 is 10 simple rules to easily crack a GD, number 4 be talking about some techniques to initiate a GD and make

a very good first impression, and what are the skills being judged in GDs, it seems to be similar to this aspect we have done in the previous lecture or what are the qualities looked for you looked for in the candidates by the organizers of the group discussion. And finally, we end this topic with a summary.

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So, since this video is of a revisionary nature first of all we show you a short video on group discussion tips you should not miss effective group discussion.

Hi friends, today we are going to talk about the art of group discussions the presentation by SuccessCDs.net.

(Refer Slide Time: 02:47)

Source : <https://www.youtube.com/watch?v=JREv7-ZkOCK>

Group Discussion Tips you should not Miss | Effective Group Discussion

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Group Discussions
are an integral part of
Business Schools Selection Process.

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Group discussions are an integral part of business school selection process.

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Purpose of Group Discussion

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It is conducted to assess the **Managerial Attributes** of the Candidates on parameters like ...

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Which is the purpose of group discussion, the group discussion is conducted to assess the managerial attributes of the candidates and parameters.

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- Communication Skills
- Leadership Skills
- Rational Thought Process
- Analytical and Rational Thinking
- Group Behavior

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Like communication skills - the ability to communicate effectively, leadership skills - they are all about managing people either ones who are increasingly, rational thought process - rational forces employing the logic there was thinking or understanding, analytical and rational thinking - how quickly and clearly you analyze a given situation, group behavior - being only a coordinator and a group discussion does not help, coordinating the group discussion is a secondary role.

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Source : <https://www.youtube.com/watch?v=IREV7-ZkOCK>

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The idea is to observe **how** a person speaks,
what he speaks, his **level of confidence**,
his **ability to listen** and **convince others**,
and his **behavior** towards colleagues.

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In group discussion the idea is to observe how a person speaks, what he speaks, his level of confidence, his ability to listen and convince others, and also his behavior towards colleagues which is the process of group discussion.

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Source : <https://www.youtube.com/watch?v=JREV7-ZkOCK>

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Process of Group Discussion SuccessCDs

- In a typical Group Discussion, there are usually **7-12 people** who discuss a topic for about **15-25 minutes**.

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Usually in a typical group discussion, there are usually 7 to 12 people, who discuss a topic for about 15 to 25 minutes.

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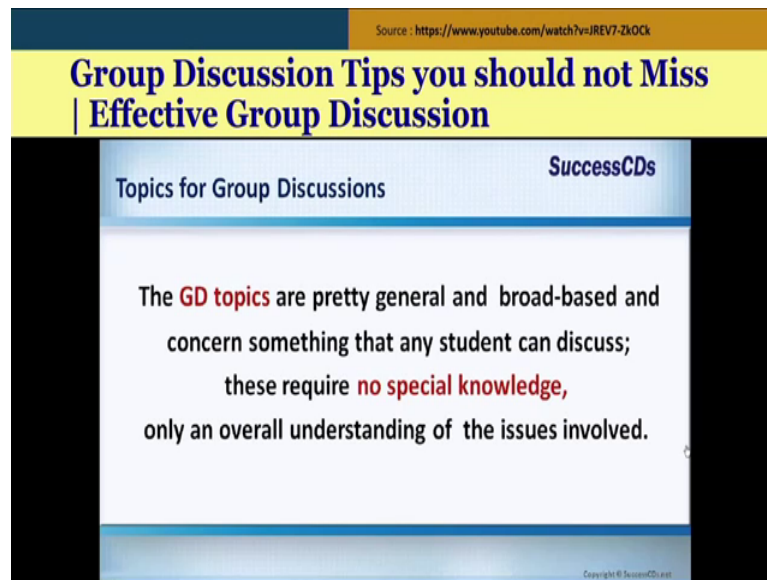
SuccessCDs

- There are no **specific instructions** on **how** the topic should be discussed, **who** should speak first or **how** the group should behave.

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There are no specific instructions on how the topics should be discussed, who should speak first or how the group should behave.

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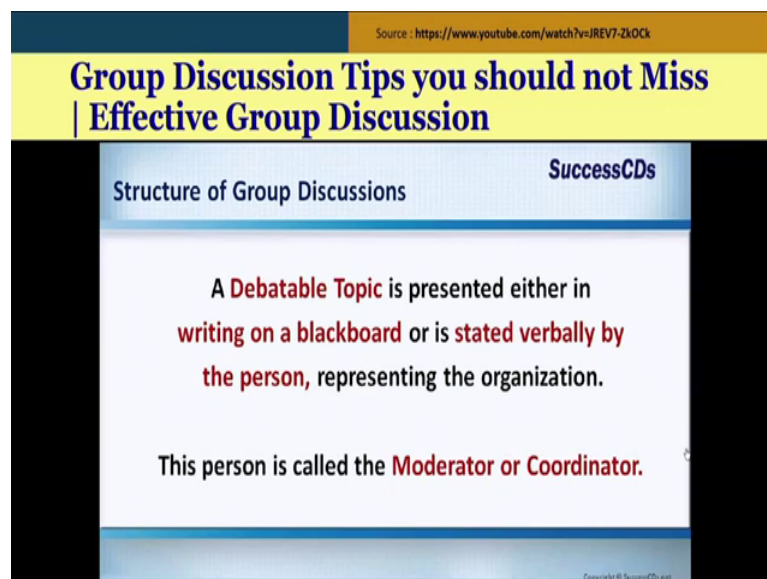
Topics for Group Discussions SuccessCDs

The **GD topics** are pretty general and broad-based and concern something that any student can discuss; these require **no special knowledge**, only an overall understanding of the issues involved.

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Topics for group discussions, the group discussion topics are pretty general and broad-based and concerned something that any student can discuss; these require no special knowledge, only an overall understanding of the issues involved.

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Structure of Group Discussions SuccessCDs

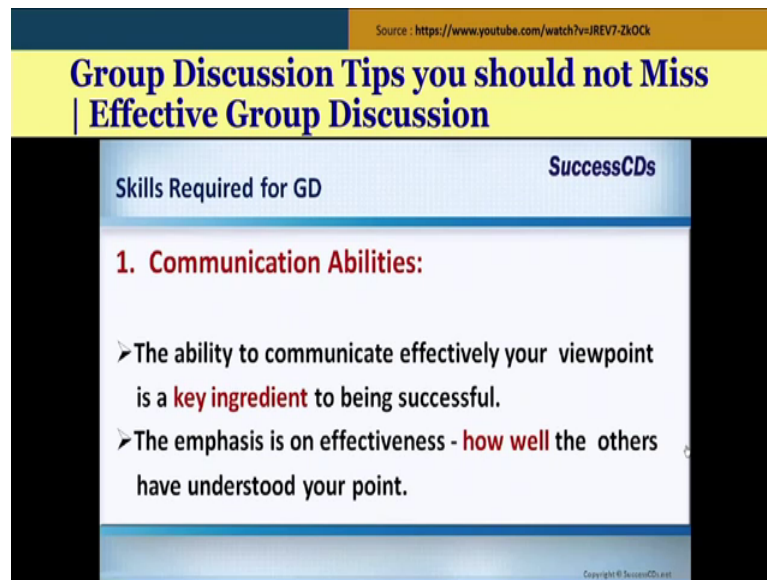
A **Debatable Topic** is presented either in **writing on a blackboard** or is **stated verbally by the person**, representing the organization.

This person is called the **Moderator or Coordinator**.

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What should be the structural group discussions? A debatable topic or problem is presented either in writing on a blackboard or is stated verbally by the person in charge and representing the organization. This person is called the moderator or coordinator.

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Skills Required for GD SuccessCDs

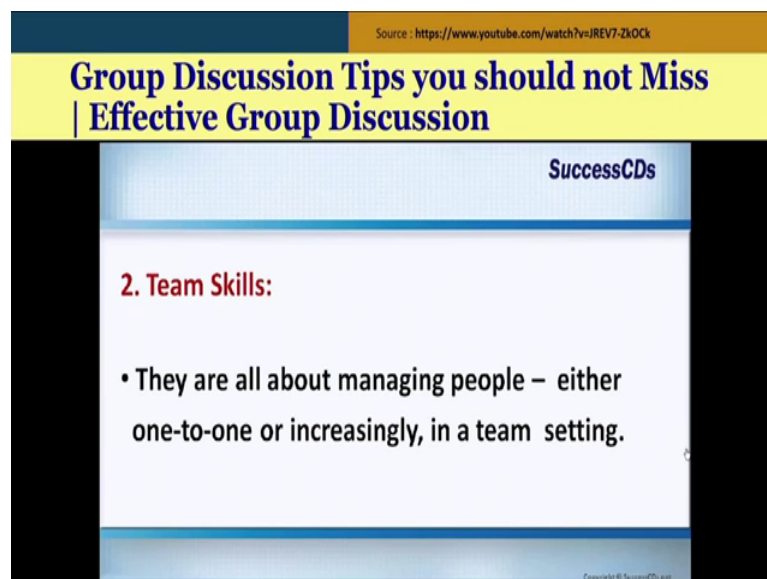
1. Communication Abilities:

- The ability to communicate effectively your viewpoint is a **key ingredient** to being successful.
- The emphasis is on effectiveness - **how well** the others have understood your point.

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Skills required for the discussion first is communication abilities. The ability to communicate effectively or viewpoint is a key ingredient to being successful. The emphasis is on effectiveness-how well the others have understood your point.

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2. Team Skills:

- They are all about managing people – either one-to-one or increasingly, in a team setting.

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Second is team skills. They are all about managing people – either one-to-one or increasingly, in a team setting.

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3. Analytical Skills:

- How quickly, clearly and dispassionately you can analyze a given situation.

Remember, decisiveness is an extremely valuable trait even in personal life, more so in professional life.

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Third is analytical skills. How quickly, clearly and dispassionately you can analyze a given situation. Remember, decisiveness is extremely valuable trait even in personal life, more so in professional life just avoid in decision.

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4. Awareness/General Knowledge:

- A thorough knowledge of your political, social, economic, business and other environment is required.
- A would-be manager needs this knowledge to a greater degree.

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The last but not the least is general awareness or general knowledge. A thorough knowledge of your political, social, economic, business and other environment is required. A would-be manager needs this knowledge to a greater degree.

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Tips for Effective Participation in a GD

- Keep your knowledge of current affairs-especially 'hot' topics up to date.
- If it is a **fresher's interview** for an industry or bank then one should **gather knowledge** about their mission.

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Here are some tips for effective participation in a group discussion. Keep your knowledge of current affairs - especially hot topics up to date. If it is fresher's interview for an industry or bank, then one should gather knowledge about their mission, systems and challenges.

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- It may be useful to hold **mock group discussions** with friends or classmates.
- **Preparedness and self-confidence** are the keys to success in a group discussion.
- Speak **clearly and loudly** enough for everyone to hear what you are saying.

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It may be useful to hold mock group discussions with friends or classmates. Preparedness and self-confidence are the keys to success in a group discussion. Speak clearly and loudly enough for everyone to hear what you are saying.

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Group Discussion Dos & Don'ts SuccessCDs

Dos

- Be clear about your thoughts.
- Believe firmly on what to say.
- Be concise on your delivery of thought.
- Play different roles according to the situation.

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Now, we will discuss some group discussion dos and don'ts. Dos, be clear about your thoughts; believe firmly in what to say; be concise on your delivery of thought; play different roles according to the situation.

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Dos

- State statistics to support your view point.
- Read editorials of Leading Newspapers and Magazines.
- Watch discussions on BBC, Star Plus and other channels.

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State statistics to support your view point; main editorials of leading news papers and magazines; watch discussions on BBC, Star Plus and other channels, try to summarize every discussion.

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Don'ts

- Be too humorous.
- Speak for Long.
- Try to raise irrelevant issues.
- Use too many examples to support your views.

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Don'ts, do not be too humorous; do not speak long; do not try to raise irrelevant issues; do not use too many examples to support your views.

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Don'ts

- Bluff statistics.
- "Little knowledge is dangerous".
- Elaborate on just one area of any issue.
- Accept others' views without though.

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Do not bluff statistics. As we know a true knowledge is dangerous do not elaborate on just one area of any issue. Do not accept others views without though.

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CONCLUSION

Hence, Group Discussions test your presence of mind, the depth of your knowledge, your communication skills and your ability to argue logically.

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Now, we have come to the conclusion that group discussions test your presence of mind, the depth of your knowledge, your communication skills and your ability to argue logically.

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Types of GDs

1. Factual Topics
(The education policy of India, Tourism in India)
2. (Reservations should be removed, Women make better managers)
3. Abstract Topics
(A is an alphabet, Twinkle Twinkle little star)

swamyam

So, apart from the fact that you might have liked the GD, I hope you noticed that there was a small typo in the last 5 minutes instead of thought at the end of the slide, it was written t h o u g h. So, just keep that in mind now let us come to business and examine the types of GDs. If you have to talk about the types of GDs as per the topics there are two, there is a small typo here the factual topics, for example, the education policy of India, and tourism in India. Reservations should be removed, Women make better managers. And this the second is the abstract topics on such aspects as A is an alphabet, or one plus one makes eleven, or Twinkle Twinkle little star.

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Reasons for having a GD

- helps you to understand a subject more deeply
- improves your ability to think critically
- helps the group to make a particular decision
- gives you the chance to hear ideas of the other Discussants
- improves your listening skills
- increases your confidence in speaking
- can change your attitudes

swamyam

Why do organizations have GDs is the next thing to be considered. First of all it helps one to understand a subject more deeply, and this is what the organization also wants that. When you take up a work, when you are part of them, when you are employed with them, then you should be able to be not shifty, but be depth wise depth wise I would say you would like to go deep into a subject and understand it before doing anything about it.

The second is GD improves your ability to think critically. We have talked about critical ability or critical thinking, critical analysis number 3. The GD helps the group to make a particular decision as I said in the case study kind of GD. There are three-four questions at the end of the fictitious case situation which have to be decided which have to be resolved the problems have to be found a solution to a GD is a reason for this movement forward.

Number 4, the GD also gives you the chance to hear ideas of the other discussions; otherwise you might never know what is going on in their minds, and when you get the chance to hear here others or to listen to others. It enriches you. You see no two minds will think alike. So, it is a merging of good ideas from all directions.

Number 5, it improves your listening skills, because you work on this aspect of your communication skills. Number 6, it increases your confidence in speaking. I would say that those of you those students or candidates who feel that they lacked in speaking ability or speaking English should more and more participate in GD whenever and wherever they are given a chance because this is a very good reason for having a GD is that you are improving on your speaking levels or speaking competency.

And number last is it can change your attitudes. Successive practice sessions of GD can make you undergo a slight change of how you approach others, how you discuss an issue, how you delve into it, what comes out of it. So, the idea of practice sessions for GD is being held again and again is that over all over a period of time you will observe that you are changing, your attitudes are changing. It means your negative attitudes or negative qualities would go down, and your positive qualities would go up in you as a person as a worker.

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10 simple rules to easily crack a GD

- 1) Keep eye contact while speaking
- 2) Initiate the GD
- 3) Allow others to speak
- 4) Speak clearly
- 5) Make sure to bring the discussion on track
- 6) Positive attitude
- 7) Speak sensibly
- 8) Listen carefully to others
- 9) No need to go into much details
- 10) Formal dress

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there are logos for 'swayam' and other educational institutions, along with a small video inset of a woman with glasses and a red top.

There are 10 simple rules to easily crack a GD. And the first is to keep eye contact, because when you are keeping eye contact you are in fact in direct communication you are in the business. Number 2 is as we said in the previous lecture number 24 if you initiate the GD; it shows that you have leadership qualities in you. It is also to be polite to be full of manners when you allow others to speak, do not mutt in between, do not interrupt let the other complete what he or she has to say, and then when you find a gap when the eye contact ends, then it is time for you to speak.

Number 4, do not be in a hurry, speak clearly, be slow and deliberate upon your points as you speak. Number 5 again the hallmark of a leader that when the GD starts diverging and diluting and dissolving, the leader is able to assess the situation and quickly bring the discussions back to track because he or she says friends I think we are a losing track of the topic, and I think we are wasting time, and I think we need to get back to business of the topic.

Number 6 is to have a positive attitude, do not have a negative attitude towards anybody during the course of this GD. Remember that it is a role play it is simply you are acting for 10-15 minutes because you are trying to show how you will work, when you are working as a group or as a team in the organization which is holding the GD for selecting you to the next stage which is the personal interview, the final stage of the employment communication process.

Speak sensibly that is do not be too humorous, do not be too low, too shallow, utilize your senses while speaking. Number 8, employ your listening power put in action you are patient your patience, the length of time to which you can be patient and listen carefully to others, because only when you listen then can you act upon it, when you speak or when it is your turn to speak.

Number 9, there is no need to go into too much of details because you see it is a question of time; your discussion has been limited to 10 minutes or 15 minutes. So, be frank that there is no time to go into much details. And tenth and most important is be formally dressed because it is a formal situation.

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Techniques to initiate a GD and make a first impression

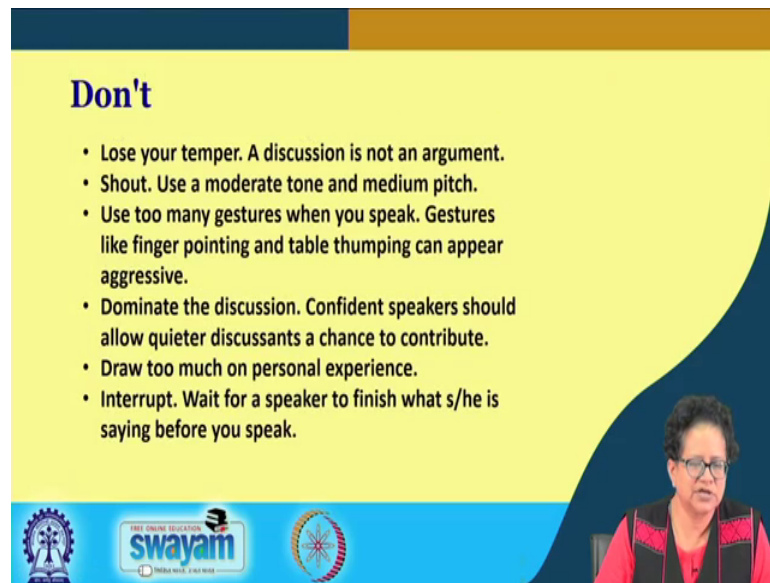
- i. Quotes
- ii. Definition
- iii. Question
- iv. Shock statement
- v. Facts, Figures, and Statistics
- vi. Short story/Anecdote
- vii. General statement

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there are logos for 'swayam' and 'INDIA WISE, LEAD WISE' along with a small video inset of a woman with glasses and a red top.

Now, what are the techniques you will employ or use to initiate a GD and make a very good first impression. Maybe you should be a master of quotes you should have definitions on your fingertips, you can ask questions, you can make shock statements to surprise the people in the participant, participation group.

You can have facts figures and statistics on your fingertips, and be sure about that that they are actually facts figures and statistics. Do not just blabber anything and say that this I found in this paper or this I read somewhere be clear and exact if you are mentioning a fact figure and statistics. Your reference should be ready to hand. Have a plethora of short stories and anecdotes and if required if time permits especially in the case of 15 minutes GD, you can narrate if it takes maybe 1 minute.

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Don't

- Lose your temper. A discussion is not an argument.
- Shout. Use a moderate tone and medium pitch.
- Use too many gestures when you speak. Gestures like finger pointing and table thumping can appear aggressive.
- Dominate the discussion. Confident speakers should allow quieter discussants a chance to contribute.
- Draw too much on personal experience.
- Interrupt. Wait for a speaker to finish what s/he is saying before you speak.

swayam
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And general statement let us come to the next don'ts the next aspect. What are the don'ts of a GD. First is do not lose your temper, this is most important; this is not an argument; this is a discussion going on. So, hold on tight to your short temper. The next one is do not shout, do not be using loudest volume, speak at an even pitch and a medium pitch even tone and equable volume. Number 3, do not use your hand movements too much, which has already been said because gestures like finger pointing and table thumping you know like this, this can appear aggressive and nobody likes aggressive people at the workplace.

Number 4, do not dominate the discussion. You are showing the largest of your heart, you are showing the maturity of your mind, you are showing that you are a good worker you are proving that you will be a good worker through the process of the GD if you can allow other discussions a time to contribute. So, as I said in my previous lecture make even contributions.

Number 5 is do not draw too much on personal experience. This is not the time when you can say come September and all roses you know, you cannot say October, or you cannot refer to specific small incidents of your life. And number last is do not interrupt; wait for a speaker to finish what she or he has to say before you start speaking. You notice the gap and you notice that the eye contact changes there is a gap there is a break of eye contact and it is a verbal indicator that now you can speak.

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Skills judged in GDs (1 of 2)

- How good you are at communication with others
- How you behave and interact within a group
- How open minded are you
- How good is your Listening Skill
- How you put forward your views

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner with logos for 'swayam' and 'INDIA WISE LEARNING'. A small video inset of a woman is visible in the bottom right corner.

What are the skills which are judged in group discussions and we have two slides on that. First how good you are at communication with others that is your communication skills. What is your behavior like in a group or a team? Number 3, are you open minded. Number 4, your listening skills are being assessed; and number 5, how do you make your presentation of your opinion.

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Skills judged in GDs (2 of 2)

1. Your leadership and decision making skills
2. Your analytical skills and subject knowledge
3. Your problem solving and critical thinking skills
4. Your attitude and confidence

The slide features a yellow background with a dark blue curved shape on the right side. At the bottom, there is a blue banner with logos for 'swayam' and 'INDIA WISE LEARNING'. A small video inset of a woman is visible in the bottom right corner.

So, we move further, and your leadership and decision making skills are being judged or evaluated, your analytical skills and depth of the subject knowledge are also being

assessed. Number 3, your problem solving and critical thinking skills are being watched observed and noted. And your attitude and confidence are also being taken into consideration.

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Source : <https://www.youtube.com/watch?v=ly7drPKqzps>

Researched Group Discussions

Researched Group Discussions

Presenter: Chris Shepard

Students: Thomas Junior Te
Hung Wai Tung Step
Lam Shan Shan Sandy
Bao Wei Wing

Written by: Fiona Luk & Keenan Manning



So, we have a a short presentation here video which I would like you to see.

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Source : <https://www.youtube.com/watch?v=ly7drPKqzps>

Researched Group Discussions

Researched Group Discussions



Welcome to this ELC self-learning video. Today we are going to talk about researched group discussions. We will look at two examples and compare them. Our students are

going to demonstrate a bad example first. Watch and see their problems. Hey there, I want to talk about the aging population in China.

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I think that a cause of aging population in China is the one child policy, this means they are not enough young people.

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(Refer Slide Time: 19:20)



My parents said that the elderly in China and these are lots of home care services.

(Refer Slide Time: 19:23)



So, the Chinese government have to build more home, and young people are not giving birth.

(Refer Slide Time: 19:29)



So, there is not enough people to do all the work.

(Refer Slide Time: 19:35)



And also no your points are silly and you do not know truth.

(Refer Slide Time: 19:41)



To other need money more than the retirement homes how can you say that people in China do not give birth.

(Refer Slide Time: 19:48)



There are 1.3 billion people in China I think.

I have got no proof.

(Refer Slide Time: 19:53)



Many people say that there are not enough home for the elderly, and I think they have to be built. So, the elderly can have some space to live.

(Refer Slide Time: 20:06)



And also there is a blog post we said that the birth rate in China is low. So, the young people is not giving birth right.

This is your proof what kind of proof is that.

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Hey Winga and Sandy, do you have any other opinion?

Let us talk about the aging population in China.

(Refer Slide Time: 20:26)



Well, I work all of you I think the elderly need homes and money, and I also think young people do not give birth.

(Refer Slide Time: 20:40)



So, there is an aging problem in china.

Yeah. So, we have finished our discussion.

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I am going to have lunch now, bye.

Ok, that is a very bad example.


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Source : <https://www.youtube.com/watch?v=ly7drPKzps>

Researched Group Discussions

Problems include:

- not using credible sources
- not listening to others
- not interrupting appropriately
- not allowing others to speak
- not interacting with others
- not concluding the discussion



As you can see the problems include not using credible sources, not listening to others, not interrupting appropriately, not allowing others to speak, not interacting with others, and not concluding the discussion ok.

Now, it is time for a good example.

Hello everyone.

Hello.

Let us start by talking about the causes of China's ageing population problem. Shall we?

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According more comportsing is 2006 paper the major causes of Chinese aging problems is inconsistent population policies since 1949. Women were encouraged to give birth in the 1950s.

(Refer Slide Time: 21:49)



The baby boomers from 1960s are now becoming the major sector of the senior population. So, Steph, what do you think about this points?

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Yes, I agree with you, but personally I feel that the one child policy launched in 1979 is also a reason for the aging population problem. The policy reduces the size of the younger generation, any comments sandy and wing?

(Refer Slide Time: 22:15)



I am wondering whether the problems can be solved with just one solution maybe we have to figure out solutions for each cause. In Java and Gauss's article published in 2006.

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It was proposed that the Chinese Central Government should apply policies to improve the quality of life of the elderly, for example, by promoting the pension funds.

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May I interrupt for a moment?

Yeah sure.

I have one more suggestion for taking care of the quality of life of the elderly. I think the government should provide more homes and centers for the elderly as well. Let us take Finland as an example.

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That is right that is sum up our discussion shall we.

(Refer Slide Time: 23:06)



The major causes of China's aging problems are one child policy, inconsistent population policy. Did you notice a difference?

(Refer Slide Time: 23:17)

Source : <https://www.youtube.com/watch?v=ly7drPKqzps>

Researched Group Discussions

Things done well

The students:

- had supporting evidence
- took turns
- invited others to speak
- were engaged and interested

The second group of students were polite, well prepared, and conducted the discussion effectively.

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Source : <https://www.youtube.com/watch?v=ly7drPKzps>

Researched Group Discussions

Starting a discussion

- Let's start by talking about...
- I wonder if we could start our discussion.
- I'd like to start off by asking...
- This morning we are going to examine...



They had good structure and used their time well.

(Refer Slide Time: 23:32)

Source : <https://www.youtube.com/watch?v=ly7drPKzps>

Researched Group Discussions

Encouraging participation

- What do you think about...?
- How do you feel about...?
- Would you like to comment, (name)?
- Any comments, (name)?



They encouraged each other to participate and contribute to the discussion.

(Refer Slide Time: 23:40)

Source : <https://www.youtube.com/watch?v=ly7drPKzps>

Researched Group Discussions

Interrupting	Expressing an opinion
- Could I come in here...	- In my opinion...
- Excuse me, but...	- As far as I'm concerned...
- I'm sorry to interrupt, but...	- To my mind...
- Can I just say something...	- Personally I feel...

They were courteous and express their own opinions respectfully.

(Refer Slide Time: 23:50)

Source : <https://www.youtube.com/watch?v=ly7drPKzps>

Researched Group Discussions

Agreeing	Disagreeing
- I think you're right.	- I'm not sure that I agree with you.
- I think so too.	- To a certain extent yes, but...
- Exactly.	- I see your point, but...
- That's right.	- I don't really see it that way.

They engage with each other's opinions critically, but politely.

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Source : <https://www.youtube.com/watch?v=ly7drPKzps>

Researched Group Discussions

Summing up a discussion

- OK, let me sum up what we've been discussing today.
- Let's try to summarise our discussion.
- What I'd like to do now is go over what we've been talking about.



And finally, they summed up their arguments at the end of the discussion.

(Refer Slide Time: 24:08)

Source : <https://www.youtube.com/watch?v=ly7drPKzps>

Researched Group Discussions

ELC YouTube Channel:



<http://www.youtube.com/elcpolyu>

For more help visit:

**Centre for Independent
Language Learning
Room A305**

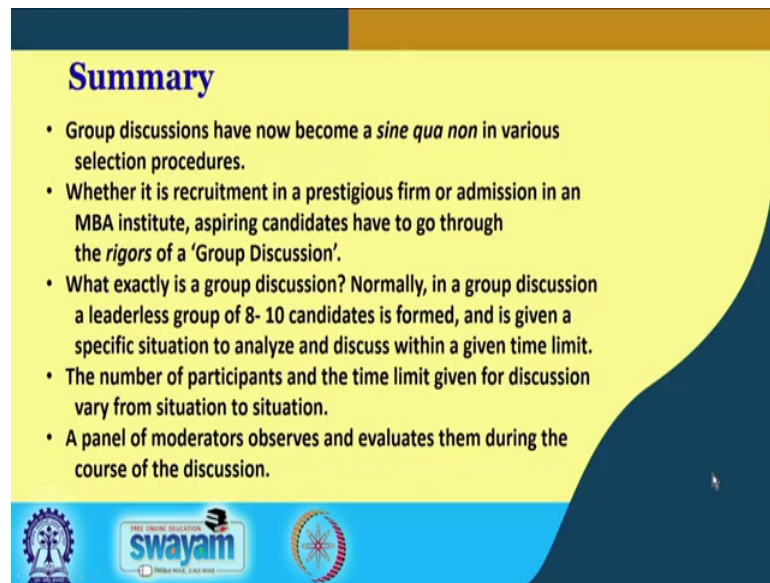
English Language Centre
The Hong Kong
Polytechnic University
Hung Hom

That is all for today. Do not forget if you need.

So.

Any further help you can always ask your lecturer or the staff in the city.

(Refer Slide Time: 24:15)



Summary

- Group discussions have now become a *sine qua non* in various selection procedures.
- Whether it is recruitment in a prestigious firm or admission in an MBA institute, aspiring candidates have to go through the *rigors* of a 'Group Discussion'.
- What exactly is a group discussion? Normally, in a group discussion a leaderless group of 8- 10 candidates is formed, and is given a specific situation to analyze and discuss within a given time limit.
- The number of participants and the time limit given for discussion vary from situation to situation.
- A panel of moderators observes and evaluates them during the course of the discussion.

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I will leave that we have seen a very good video which has summed up both the bad example and the good example. It is time now for our summary. Group discussions have now become the sine qua non in various selection procedures; it is the most common thing in today's employment processes. Whether it is recruitment in a prestigious firm or admission in an MBA institute, aspiring candidates have to go through the rigors of what is called a Group Discussion or GD in short.

Number 3, what exactly is a group discussion? Normally in a group discussion leaderless group of 8 to 10 candidates is formed, and is given a specific situation to analyze and discuss within a given time limit maybe 10 to 15 minutes. The number of participants and the time limit given for discussion may vary from situation to situation depending on situation to situation. Number 5, a panel of moderators observes and evaluates them during the course of the discussion.

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Summary (contd.)

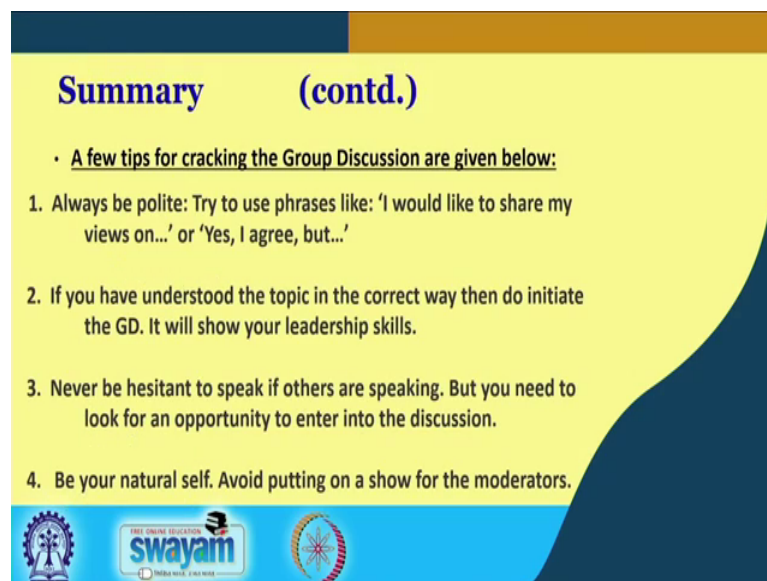
- Broadly, the moderators assess the candidates on the following points/parameters

1. Command over spoken language
2. Knowledge
3. Convincing ability
4. Interpersonal skills
5. Problem solving skills
6. Conceptualizing skills
7. Leadership Skills
8. Body Language
9. Creativity
10. Confidence, &
11. Assertiveness

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Then broadly the moderators are those who represent the recruitment, recruiters or the organization of the company holding the GD for this the second stage of the employment process. They are assessing the candidates on the following points or parameters, command over the spoken language which is of course English, English is the workplace communication language. Number 2 knowledge, convincing availability ability, the personal skills, problem solving skills, conceptualizing skills, leadership skills, body language, creativity, confidence and assertiveness.

(Refer Slide Time: 26:12)



Summary (contd.)

- A few tips for cracking the Group Discussion are given below:

1. Always be polite: Try to use phrases like: 'I would like to share my views on...' or 'Yes, I agree, but...'
2. If you have understood the topic in the correct way then do initiate the GD. It will show your leadership skills.
3. Never be hesitant to speak if others are speaking. But you need to look for an opportunity to enter into the discussion.
4. Be your natural self. Avoid putting on a show for the moderators.

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Let us have a few tips for cracking the group discussion. Number 1 always be polite try to use phrases like I would like to share my views on and then you move ahead, or yes I agree, but no need to get shouting and get touch your emotional on the issue and react. Second if you have understood the topic in the correct way then do initiate the GD; it will show your leadership skills.

Number three never be hesitant to speak if others are speaking, but you need to look for an opportunity a break to enter into the discussion. Number 4, be your natural self avoid putting on a show for the moderators, and it will very easily understood that you are faking and you are not genuine or natural.

(Refer Slide Time: 27:10)

Summary (contd.)

5. The score you receive depends both on what you say and how you say it. Your gestures and mannerisms are most likely to reflect your attitude than what you say.
6. Be assertive not dominating
4. Be patient; don't lose your temper.
5. Never get involved in one- to- one discussion with any participant

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Number 5, the score you receive is based your performance or your grading whatever you are getting depends both on what you say and more importantly on how you say it, your gestures and your mannerisms are most likely to reflect your attitude or your mental state of mind or you as you are really you than what you are saying or your words. Number 6 to be assertive, but not dominating; number 7 to be patient, but do not lose your temper; number 8 to never get involved in one-to-one discussion with any participant.

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Summary (contd.)

6. Bring in as many diverse aspects as you can to the discussion.
7. Avoid taking names of the participants. It is good to address them by calling "My dear friend."
8. Never argue incessantly with any of your group members.
9. Maintain eye contact with as many members of the group as possible.
10. Maintain a positive Talk- listen ratio. Listen –punctiliously

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Numbers 9 bring in as many diverse aspects as you can to the discussion. The next is to avoid taking names of the participants it is good to address them by calling them as my dear friend be formal. Next is to never argue incessantly, incessantly that is continuously with any of your group members. Remember that nothing is to be taken to heart. Next to maintain eye contact with as many members of the group as possible.

Remember that you are sitting in an oval formation or in an O shape or in a C-formation. So, maintain eye contact with as many members of the group as possible. The next is to maintain a positive listen talk ratio or positive talk listen ratio, now and then you must listen and you must do it as if you are maintaining your punctuality.

(Refer Slide Time: 28:57)

Summary (contd.)

11. Keep your points brief and to the point.
12. Use facts, figures, examples, statistics and data to substantiate your points.
13. Never pin- points any one (with your finger) while speaking during the discussion.
14. Finally, practice makes all human beings perfect. So, never stop yourself from practicing.

The slide features a yellow background with a dark blue curved border on the right. At the bottom, there are logos for 'swayam' and 'INDIA WISE, I AM WISE' along with a small video feed of a woman in a red and black vest.

Keep your points brief and be to the point, use facts, figures, example, statistics data to substantiate your points never pinpoint anyone with your finger, do not do like this, this while speaking during the GD. Finally the last point practice makes all human beings perfect. So, never stop yourself from practicing, practice, practice, practice GD, and you will see that you will be successful as a group discussant.

(Refer Slide Time: 29:34)

References

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2. Stevenson, S. & Whitmore S, *Strategies for Engineering Communication* (N.Y.: John Wiley, 2003)
3. Gallagher, Kevin. *Skills Development for Business & Management Students* (Delhi, OUP: 2011)
4. www.youtube.com
5. www.google.com

The slide features a yellow background with a dark blue curved border on the left. At the bottom, there are logos for 'swayam' and 'INDIA WISE, I AM WISE' along with a small video feed of a woman in a red and black vest.

These are the references I have used for the preparation of this lecture.

And thank you for being with me and we shall meet again very soon. Thank you once again, May God bless you.