

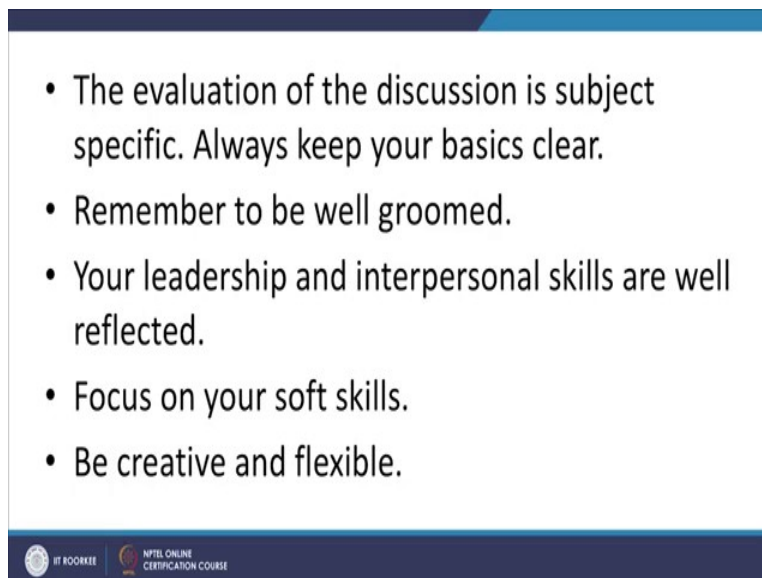
Interpersonal Skills
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Lecture-35
Group Discussion

Hello friends today I am going to discuss group discussion under the heading interpersonal skills which is very important in the sense because most of the institute organisation they go for group discussion method to rate the ability credibility even the Recruitment Cell they also prefer group discussion to get the employee. So, it is very important to know that what is group discussion, what are the characteristics for a group discussion and a successful group discussion and also individually how one should develop for a group or group discussion.

Group discussion is a hiring technique applied by most organizations to select an ideal candidate for a particular job role. Group discussion is a methodology or in a simple language you may call at an interview process for a group activity. It is used as one of the best tools to select the prospective candidates in a comparative perspective. Group discussion may be used by an interviewer at an organisation, colleges or even at different types of Management competitions.

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- The evaluation of the discussion is subject specific. Always keep your basics clear.
- Remember to be well groomed.
- Your leadership and interpersonal skills are well reflected.
- Focus on your soft skills.
- Be creative and flexible.

Group discussion is a methodology used by an organisation to gauge whether the candidate has certain personality traits or is skills that you desire in its members in this methodology the group

of candidates is given a topic or a situation given a few minutes to think about the same and then ask to discuss the topic among them self for 15 to 20 minutes. Group discussion evaluation is done by the subject experts based on the discussion.

So, you have to be very cautious subjects are sitting their subject experts and they just observe you and your talk your discussion. A report will be prepared on analyzing the facts at the end of the discussion. There are some personality traits the group discussion is trying to gauge may include what are the traits communication skills, interpersonal skills, leadership skills motivational skills, team building, skills analytical, skills or logical skills or reasoning ability.

Different thinking initiative assertiveness flexibility creativity ability to think on one's feet why GD are implemented commonly. The reason why institutes put you through a group discussion and an interview after testing your technical and conceptual skills in an exam is to get to know you as a person and gauge how will you will fit in their Institute. Group discussion evaluate how you can function as a part of a team.

As a manager or as a member of an organisation you will always be working in teams therefore how you interact in a team becomes an important Criterion for your selection. Managers have to work in a team and get best results out of teamwork that is the reason why management institutes include group discussion as a component of the selection procedure. What is the company's perspective in group discussion?

Companies perspective in group discussion after the written test you know interactive skills how good you are at communication with other people behaviour how open minded are you in accepting views contrary to your own participation how good and active speaker you are and your attention to the discussion. Contribution how much importance to you do you gave to the group objectives as well as your own.

Will there aspects which make up a group discussion what are these aspects verbal communication, nonverbal communication, confirmation to norms decision making ability cooperation. These are the most important aspect which make group discussion successful.

Purpose of the group discussion is greater than simply judging your knowledge. The underlying reason why a group discussion is conducted is to assess you as a team member you are supposed to possess a set of group discussion skills to ace in this round. Some crucial group discussion skills what are these? Reasoning, try to find the group discussion topic category that you are comfortable with. Also follow the news regularly to stay updated about current affairs.

It is not something that you will be an expert you know group discussion member or a good communicator overnight. This needs a regular practice how you keep yourself updating if you are good at debating factual or social topics are your 40. If the given topic is similar you must start group discussion collect your ideas systematically preferably in points and start speaking. If not try to jump in as a second or third is speaker.

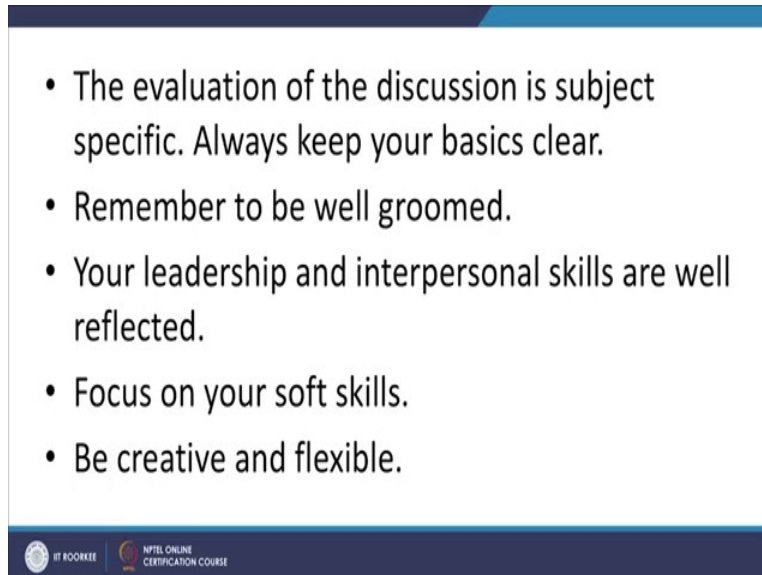
In order to speak confidently in a group discussion commit yourself completely to English at least a week before the round. You have to consciously train yourself to communicate in English like a pro. Build a good command over the language that you will be discussing in so listen to English songs watch English movies and sitcoms follow English news and read a newspaper daily for 15 days at least before your GD.

Even watching movie watching English news may enhance your language power. In the time given before the start of group discussion define the topic ponder the given topic write 2, 3 pros and cons and give a 3 minutes 3 point a structure to the discussion. The structure is relevant typically for current affairs and social factual topics. So, same just 3, 4 points for a turn and try to finish those points in time.

Presentation how you are giving presentation because individually you are also going to be observed by the expert subject expert, if you are able to start then use a line or two to define the topic and the spell out their structure. Paraphrasing and summarizing that is the topic if you manage to go second or third then paraphrase the explanation of the topic propose a structure if missed by the first speaker and give a few pros and cons.

Creativity is also one of the aspects people speaking afterwards should either try to build upon the points given by others or try to bring in a new dimension to the discussion.

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In a socially and client topic which every angle of the argument and take a middle path bring out different views and excerpts from the speeches articles for a topic of current affairs and for situation based topic try to have a few guidelines and follow them to carry forward the discussion. Listening which is an integral part of group discussion once you are done with your point listen passionately to what others are speaking.

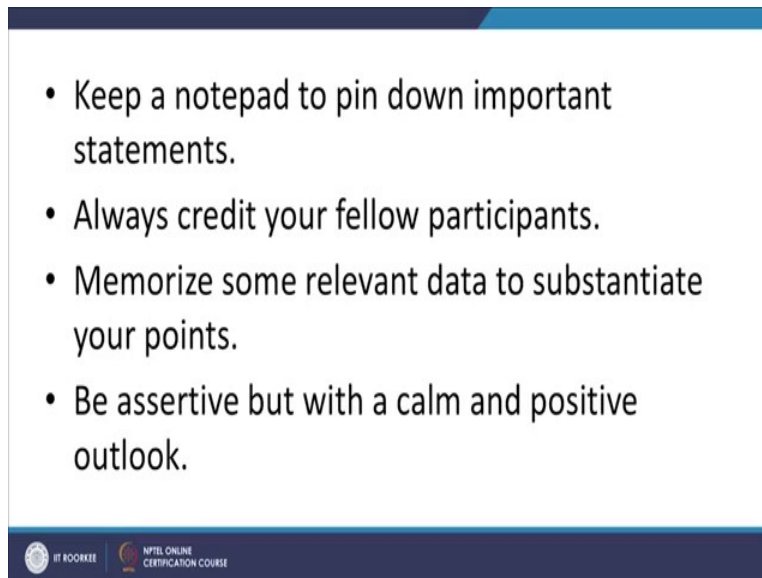
Not if you agree show your involvement keep looking at others and understand their facial expression. Proactive if there are any people in a group discussion then you should be nth turn for raising your point. If you are you speaking at N1 or N2 then you are dominating the group discussion which is actually a good sign. So, in a group of 8 people try to snatch the 6 and the 7th tern. Group discussion is a kind of public speaking once you get your chance to speak, speak slowly and with authority.

Focus more on ensuring that your point are understood by people rather than becoming self conscious or self analyzing your speaking skills or relevance of points. Social engagement, do not be self conscious and keep thinking or rehearsing your points. Use this time to understand the

points given by others. Use somebody's points by reversing it and posting it to someone who has not engage in the discussion so far.

Memory and recalling, bringing and international perspective with statistics or an anecdote create a good impression.

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Writing is also a part of group discussion write down just 4, 5 words because you do not want to risk a blank plot at you turn. It is a possibility and it has happened to me n number of times when I thought of my argument that was completely blank when my turn came and it may happen with you also. Analytic, the interviewer test you on several parameters especially your ability to visualize, articulate and conceptualize not just on your points.

So, check that you are covering all the parameter give your ideas a structure listen bring the group back if they disagree or agree give the topic in new dimension build up on someone else's points give credits to a fellow participants. Before getting ready how to restart the group discussion you need to understand the group discussion rules and improve and focus on group discussion skills. Accordingly it is very important to know and follow search in basic tips for group discussion to become well versed about the entire group discussion process.

So prior to getting down to learn basic group discussion tips the advice by the experts in regards to GD tips is you should be aware what and how do you speak in the group discussion. Whether your communication skills are good whether your behaviour in group discussion is positive on the expected lines whether you are ready to show your leadership skills in the group without being arrogant. Will top basic group discussion tips include tips to prepare for group discussion before and during the group discussion round and important do's and do not's.

There are certain do's and do not's to hone your group discussion skills. What are the do's? Rich content with good subject knowledge rich content with good subject knowledge having good subject knowledge and rich content is the first and foremost group discussion tips to enter the group discussion round. There are key steps to improve your group discussion skills in this regard and how to prepare for good discussion.

You should prepare on variety of topics as rich and write subject knowledge will be required during group discussion round. You should have subject knowledge and be well aware of the latest happenings around you not just in India but around the world as well. Subject knowledge is a prerequisite why you are preparing for a group discussion because you will then have the power to steer the conversation to whichever direction you want to.

If you can memorize some relevant data it will be an added advantage. If you are a good reader and read on variety of topics it will help you in a group discussion round. There is no need for last minute preparation you should read over a period of knowledge, period of time reading not only as to your knowledge database but enhances your vocabulary skills as well. Always choose the magazines that are content to read and not just full of advertisement.

Often magazines have columns which are promoting a particular Institute organisation etcetera avoid such magazine. Do some research and buy the best that will be beneficial for you be a leader. There is no doubt that to emerge a winner in group discussion round you should speak after getting grass on the given topic but it also gives you opportunity to take lead so be a leader to begin the group discussion.

Certain key tips are there for becoming a leader usually when the moderator announces the group discussion topic for a minute there is a silence all around. If possible gather your thoughts in a few seconds very quickly and start the group discussion with positive impact and be a leader. If you find that it is taking time together ideas let other begin and then enter the GD round by agreeing and disagreeing with previous speaker.

Beginning the group discussion give the opportunity to make an impact but if you are not able to make your. Well it will create negative effect therefore it is not necessary to speak first but it is necessary that when you speak you are heard and able to make your point well. If you are able to speak out the name of your previous is speaker and then present your views it will mark a good impact be relevant.

When you speak you should speak to the point without any ambiguity of thought express your ideas on length. If you simply follow the other is speaker for his ideas remember your elimination is imminent. Whenever possible emphasize your point with facts and figures be a good listener, learn to be a good listener. Listening skills are essential for GD round. So, carefully listen to what others have to say.

Just speaking throughout the discussion does not make you better you should learn to give others a chance to speak try and listen to others. If the speaker is making an eye contact with you remember to acknowledge him by nodding your head so that the speaker is aware that his listeners are listening to him and paying full attention.

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- Make appropriate eye contacts.
- Pay attention to your body gestures.
- Don't give up till the last.
- Prepare relevant and repeated topics beforehand.
- Remember a pleasing personality is always appreciated.

This will also show that you are vigilant and are an active participant in the discussion. Unless you listen well it will not be possible for you to add value to your content and communication. Listening offers you the opportunity to summarize the group discussion on each and every aspect. For this improve your communication skills also you have good and rich content with lot of ideas but if you are not able to communicate well you are thought and opinion all is useless.

The need is now to improve your communication skills with certain tips for a good group discussion. Be well versed in your communication skills you should have a good vocabulary and a decent command over English. Much before your actual group discussion rehearse well you can sit with a group of friends and choose a topic and ended in a friendly group discussion not only will this increase your knowledge you will be a better speaker by the time it is time for your group discussion.

In case you are not sure about something you can use phrases such as I think I probably approximately or if I remember correctly. Body gestures are very important tool for group discussion. The panelists observe the way you said and react in the course of the discussion. Body language, body gestures are very important because your body language says a lot about you in a group discussion sit straight avoid leaning back onto the chair or knocking the table with pen on your fingers.

Also do not get distracted easily nervous body movements folding your hand across your chest having skeptical expression constantly moving evading eye movements are the indicators of a negative personality and should be avoided at all cost. Also do not get distracted easily nervous body movements shows that you are not at all at ease and you are going to make the group discussion if failure individually as well as at group level.

What are the don'ts discussions that you are firm on your ideas and are audible enough to make an impact on the group? But being aggressive shouting and not allowing others in the group to speak is not appreciated. So, be careful and don't be a bully, do not crisscross on your ideas. The topics given in group discussion order with table you might like to speak for against the topic and while speaking do not forget that you maybe crossing your line.

It gives a bad impact and you are judged as a person who has no stand for his own thought, do not be a part of fish market as a team player your ability to lead and play in team is measured in the group discussion. During the group discussion there are many instances where you will find everyone is saying something and no one is hurt. It is better to be quiet for a while and then after gathering your thoughts raise your voice initially and make your point.

Do not give up make multiple entries do not be content with one round of one minute for half a minute speaking in the group. Focus on key points from the ideas and opinions to enter again based on the views presented by others to further your strengthened your view point. The group discussion round passes through highs and lows so it is a good opportunity to re enter the group discussion after gathering more ideas coming out of others.

View and make an entry when the noise level is low in group discussion. Composition and expectation from the group in group discussion round before learning the group discussion tips and tricks to crack the group discussion round one must be aware what in fact is group discussion how many candidates are there in a group what is skills are expected by the MBA college from you in the group discussion round before offering new admission and also from the organisation you are giving interview for.

Healthy debate leading to selection of one or more candidate from the group on a given topic is conducted in GD round. Around 8 to 12 candidates are included in a group. Group discussion time duration is about 12 to 15 minutes during the group discussion round is strong exchange of opinion with logical and thoughtful argument is anticipated because group discussion is supposed to be an indicator of your leadership qualities judgement of knowledge domain and communication skills.

Out of these 8 to 12 candidate selection goes in favour of the 12 while others get eliminated in the due to their in advertent mistake or because they do not follow the group discussion rule. Group discussion tricks are there to be a winner. To emerge a winner in group discussion round a candidate should speak after getting a grasp on the given topic irrelevant speaking is not good. There are certain rules that if you can follow you will get good response in group discussion.

Key group discussion skills are speak logically be audible present your idea for me and be a leader. Use every opportunity to enter discussion to extend than your point for the read a few model and actual group discussion rounds. To prepare for a group discussion keep track of happenings around the world, being aware of current affairs and issues and happenings which affect our lives however remotely shows a well rounded personality.

Make a habit of reading English newspapers and magazines what interesting documentaries and profile on television to get a wider perspective on the issues. Group discussion topics can be from a wide range of issue it could be a topic on current events, business news, expose or anything very general. Divided your reading interest the better prepared you will be to face the group discussion.

Perhaps the topic that have repeated you prepare that if you know if you have apprehension so prepare the topic that a repeated. There are topics with reappear with minute changes and minor variations with minute changes and minor variations. Be aware of such topics well in advance so that you have ample time to prepare for the same and for example the issue of terrorism, gender inequality, poverty, liberalization and privatization, reservation in Educational Institute often appeared as group discussion topic.

Make sure you know these topics well and can come up with some unique insight full points along with some data conversion and political topic do not forget in group discussion so there is no need to waste your time to them. My dear student I am sure that you must have gathered some valuable ideas whatever I have shared with you even beside these points are shared with you think more and more how to be a good communicator while sitting in a group for group discussion till then good bye see you have a nice day thank you very much.