

5.2 Speaking

GROUP DISCUSSIONS

Group discussion on GD is a type of discussion in which the participants express their views based on one idea. It tests the lightness teamwork. Confidence, general awareness, leadership skills, listening ability, social skills and behaviour, communication skills, problem solving skills etc. of the candidates for the selection.

what are the 3 parts of group discussion?

A discussion has three (3) basic parts. A beginning, a middle, and an end

Why GD?

Over the last years, GD is used to test the soft skills of the candidates. It is used as a quick method to shortlist/select a few candidates from the massive strength.

Who are Panelists?

Panelists are the judges of Group Discussion.

Participants

E participants can range from 7 to 12 in a group.

The average duration of a Group Discussion is 15 minutes. In some cases, the duration of a Group Discussion can extend up to 45 minutes.

Process

The process of a Group Discussion starts with the announcement of the topic

1. given topic could be technical., factual, or case study.
- 2 Before beginning with the discussion, the preparation time of 3 minutes is given.
3. Any participant in the group can initiate the discussion.
4. It ends when the panelist stops the discussion and ask one or more than one participant to summarize the GD.
5. The final scores are calculated. Based on the performance of each participant, the panelist gives the scores. The panelists are usually four to five to judge the performance of candidates in the Group Discussion.

Advantages of Group Discussion.

Increases confidence

Focuses on Deep thinking

Improves Communication Skills

Removes hesitation of speaking

Team Work

Behaviour

Listening Skills

Diversity in the Ideas

There are two types of Group Discussion, which are listed below:

Topic-Based Group Discussion

Case Study Based Group Discussion

The topic-based Group Discussion can be further classified as:

1. Controversial Topics
2. Knowledge-Based topics
3. Abstract Topics
4. Conceptual topics

Case Study Based Group Discussion

The Case study-based Group Discussion is generally followed by the MBA Institutes. In such a discussion a problem is given and the participants are asked to resolve them.

POLITENESS STRATEGIES

Politeness is highly essential in any conversation be it GD or debate. One should be polite to both known and unknown people relatives or friends, friends or siblings, parents or siblings, employees or employers. One should be polite to all. Politeness wins one's heart. It is a basic etiquette. No one should take relationship for granted.

Tips for exhibiting politeness when conversing:

Don't offend others feelings or sentiments.

Listen when others speak and don't think of your immediate works to be done.

Don't discourage outright but caution the listener telling the drawbacks.

Never argue but always discuss.

What is right is more important than who is right.

Don't hesitate to say sorry.

Never forget to say thanks.

Listen more and talk less. Wait till the next person finishes the conversation.

Exhibit friendliness with all. Don't spread hatred to the people whom you envy

Avoid verbal attack. Keep your temper in control.

Talk humorously since it refreshes the mind of the people from monotonous life.

Add question tags. Praise others openly.

Never hesitate to compliment.

Respect the people to whom you are talking irrespective of their status such as caste.

creed, qualification, experience, talent, economic condition and so on. After all. people expect

love and respect. Money is the basic need. Everyone strives for it and get it. But money is

less expensive when compared to unconditional love and respect

Rules of Group Discussion

There are some rules of a Group Discussion. The rules of Group Discussion are listed below

Prepare well for the topic.

Be confident about your content

Participants Introduction

Body Language

Leadership

Try to take the lead in the group if you are confident about the topic and the knowledge

Avoid false starts or commitments

Do not initiate the discussion if you are not sure about your content.

Do not present any wrong information.

Follow your Domain

Every company has its own culture. Prepare your content according to the company

requirements. For example, industrial companies will focus more on technical talks.

while marketing companies seek the combination of creative and oriented content.

Do not fight or argue. Don't lose your temper. Simply express your opinion.

Mistakes to avoid in a Group Discussion

Stop taking leads if you do not know much

Stop blabbering

Do not hesitate to initiate the discussion or summarise.

Do not copy or repeat anyone's ideas or comments.

Do not avoid eye contact with other participants while speaking

Do not lose confidence or gain over confidence in the whole discussion

Do not speak fast or slowly

Try to contribute in a discussion rather than just speaking

Debates

Listen to the debates suggested for listening skill and conduct similar debates

Technology boon or bane for students?

<https://www.youtube.com/watch?v=RsDV70v6aMk>

How millennials are bringing a change in India's work culture

<https://www.youtube.com/watch?v=sjFhL9Ye6tg&list=PLyLfA9FxpFWuKLkC60EdRdYtWgdRgPnAJ&index=6>

by NDTV Profit shows on YouTube.

Social media corrupt human interaction. Jack Symonds, part 1 of 6.

https://www.youtube.com/watch?v=5hCq0V_edbY

by Oxford Union

climate change debate /kriti joshi / opposition

<https://www.youtube.com/watch?v=Lq0iua0r0KQ>

by Oxford Union

Topics for debates

Final exams have to be dropped.

Life skills like cooking and personal finance should be taught in school.

Religion has no place in schools.

Year-round school is better for students.

Schools should eliminate dress codes.

Attitude decides a man's altitude

EXPRESSING OPINIONS THROUGH SIMULATIONS

preparing for difficult conversations and situations.

whatever the situation, chances are that you were nervous about the meeting; and practicing in front of a mirror may not have helped you overcome your anxiety, especially with respect to, answering difficult questions. This is where role-playing can be useful. Check how to use this technique to prepare for a variety of challenging and difficult situations.

role play takes place between two or more people, who act out roles to explore a particular scenario.

step 1: Identify the Situation

Step 2: Add Details

Step 3: Assign Roles

step 4: Act Out the Scenario

step 5: Discuss what You Have Learned

EXPRESSING OPINIONS THROUGH ROLEPLAY

Take the role of a travel agent and a customer and say the dialogues in mock conversation.

At the travel agency

Today we are going to pretend to book a vacation! You can go anywhere you want to go!

One person will be the travel agent and the other person will be the customer who wants to take a trip. First let's read the example, and then attempt to write our own script

Example-

Travel Agent: Good morning and welcome to Lizzie's Travel Agency. How can I help you?

Customer: Hello. I want to go on a trip please.

Travel Agent: Very good. Where do you want to visit?

Customer: I want to visit England please

Travel agent: When do you want to go?

Customer: I want to go next month

Travel Agent: How long do you want to stay in England?

Customer: I want to stay for 2 weeks please.

Travel Agent: How many people is it for?

Customer: There will be 2 people; me and my friend.

Travel Agent: How do you want to travel there?

Customer: I want to travel by plane please.

Travel Agent: Where do you want to sleep?

Customer: I want to sleep in a hotel please.

Travel Agent: Ok. Let me check. You want a trip to England next month. You want to go for 2 weeks, ride in a plane and stay in a hotel. It is for 2 people?

Customer: Yes, that's right. How much is it?

Travel Agent: It is 750 dollars for 2 people

Customer: Here you go.

Travel Agent: Thank you. It is booked for you. Here are your tickets.

Customer: Thank you!

Travel Agent: You are welcome. Have nice day!

Customer: You too! Bye-bye!

expressing opinions through simulations / role play is most useful to help you or your team prepare for unfamiliar or difficult situations. For example, you can use it to practice sales meetings, interviews, presentations, emotionally difficult conversations such as when you're resolving conflict.