



Group Discussions

Definition

- **Involves a group of people who come together to discuss a topic of common interest**
- **Group is usually small**
- **Group should reach a consensus or a decision at the end of the discussion**

Types

Problem solving group discussion

- **Genuine**
- **Team spirit**
- **Group interest given priority**

- **Problem solving**
- **cohesive, members know each other**
- **Has a leader**

Group discussion for employment

- **Mock scenario**
- **Competition**
- **Attempting to balance between being a part of the team and asserting one's individuality**
- **Simulated**
- **Not cohesive, members know each other**
- **Struggle for leadership**

Topics

- Extensive knowledge base related to state, country and globe.
- Areas are politics, sports, science & trade commerce, Industry and Technology, MNC,ect.
- Analyze the social ,economical issues logistically

Presentation style

- Use clear and concise expressions
- Use short and manageable sentences
- Speak slowly and audibly
- Use variations in tone and intonation
- Use hand gestures and avoid closed body language
- Maintain eye contact and try to smile
- Use body language to show positive attitude

Structure

- The beginning
- The progress of the discussion
- The conclusion



The Beginning

- **The person who begins receives attention from the evaluators**
- **By initiating you will get maximum uninterrupted time to present your views and skills to the examiner as other participants are still busy in understanding the topic.**
- **you should not stammer or quote wrong facts**

The Beginning

- **If, after initiating well, a candidate does not say much during the GD, it still gives the impression that he or she started the GD just for the sake of starting it, or to get those initial points earmarked for an initiator.**

The Beginning

- **The candidate who initiates also has the responsibility of giving the GD the right perspective or framework. So, initiate only if you have in-depth knowledge about the topic at hand.**

The beginning – Helpful Phrases

- **Good afternoon / Good evening, everyone. Let's begin the discussion/Let's get started. In my opinion...**
- **Does any one of you have any similar or other examples / ideas / points / comments?**
- **Today we are here to discuss...**
- **The goal of our discussion today is...**
- **.....What do you think?**
- **In my opinion/view**
- **To start with I'd like to point out**
- **Well, I'd say**
- **It's a fact that**

Group Discussion

What should I do if I don't understand the topic at all?

Don't try to initiate the discussion. Be a good listener first. Get the idea of others and then give good response.

The ongoing process

- **Come up with new ideas**
- **Take up someone's ideas and develop them**
- **Try to gain support from others**
- **Build up relationship through polite phrases, body language and eye contact**
- **If a GD is going off track, try to bring it back on the topic.**
- **Let's now consider another important aspect of today's debate**

The ongoing process

- **Sit with an attentive mind and mentally note down the relevant points put forward by others.**
- **Carefully listen to the other person's thoughts and keep an argument, example or a supportive statement, fact, example ready to participate in the discussion.**
- **Evaluators will observe your alertness and ability to think & act immediately.**

The ongoing process : Evaluation

You get noticed for

- **Ability to link and correlate to what others have said**
- **New ideas that you contribute**
- **Sustained participation**

The ongoing process

- I feel the same way and I add that...
- I have a different idea and say that
- Let me put it this/another way
- I would like to add something here.
- The way I see it, we should...
- A point I want to make is that...
- Absolutely. I would go further, and say...
- I'm certain that...
- I feel strongly that...
- I think...is a good idea / point
- I'd go along with your idea.....

Polite disagreement

- I don't quite agree there. I think
- I'm sorry I can't agree. I would say that
- I'm not convinced that
- Well, that's one way of looking at it, (but) Well,
- Instead, I think that...
- I agree with you, but...
- It's a good point, but...
- I am in total agreement with you about..... but we also have to consider....

Conclusion

- **summarise all points discussed in a Group Discussion in nutshell.**
- **Summarize only if you have followed the major ideas**
- **While concluding a GD, avoid raising new points**
- **Do not emphasise on your individual viewpoint while summarising a GD.**
- **If someone has concluded the Group Discussion, do not contradict unless the conclusion has flaws or you have vital point to add.**

Concluding phrases

- **I think we have exchanged our opinions on the topic and now let's conclude...**
- **Let's sum up the discussion**
- **As we have only few minutes left, let me conclude the discussion**

Negative Task Roles in a GD

- 1. Disgruntled non-participant – Someone who doesn't contribute to the GD**
- 2. Attacker - Someone who aggressively disapproves opinion of other participants of a GD**
- 3. Dominator – Someone who takes control of discussion and not letting others to speak in a GD.**
- 4. Clown – Someone who does not take GD seriously and disrupts it through inappropriate humour.**

| GROUP DISCUSSION : SELF EVALUTION FORM | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| Emotional control | | | | |
| - keep your voice low | | | | |
| - never interrupt just because you disagree | | | | |
| - never make personal comments or ask personal questions | | | | |
| - never say anything offensive or hurtful to someone | | | | |
| - never shout or talk over someone | | | | |
| | | | | |
| Treat everyone as important | | | | |
| - make sure everyone has an equal opportunity to participate | | | | |
| - maintain eye contact with everyone in the group | | | | |
| - pay attention to everything that everyone says | | | | |
| - be a good listener (paraphrase, echo) | | | | |
| - never dismiss anything that anyone says | | | | |
| - always smile and keep the discussion friendly | | | | |
| | | | | |

1 – never, 2 – sometimes, 3 – often, 4 – always

<https://busyteacher.org/17487-group-discussion-self-evaluation-form.html>

| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Use functional language when | | | | |
| - agreeing or disagreeing (‘I agree’ ‘I think so too’ / ‘I’m not sure I agree’ ‘I don’t think so’) | | | | |
| - interrupting or preventing interruption (‘excuse me’ ‘can I say something?’ / ‘let me finish’ ‘one moment’) | | | | |
| - presenting your opinion or asking for someone’s opinion (‘in my opinion’ ‘I think’ / ‘what do you think?’) | | | | |
| - making suggestions (‘I think we should’ ‘why don’t we...?’ ‘we could’) | | | | |
| | | | | |
| Interrupt only if | | | | |
| - someone talks for too long without giving others a chance | | | | |
| - someone is completely irrelevant to the topic | | | | |
| - the discussion is becoming hostile | | | | |
| 1 – never, 2 – sometimes, 3 – often, 4 – always | | | | |
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| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Contribute to the discussion | | | | |
| - show enthusiasm with your body language | | | | |
| - help participants understand each other | | | | |
| - pay attention to time limits | | | | |
| | | | | |
| Give constructive (useful) feedback | | | | |
| - never discourage anyone | | | | |
| - make sure that your comments are mostly positive | | | | |
| - give points of improvements with a view to helping the receiver | | | | |

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