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# COMMUNICATION SKILLS

## UNIT 5

TOPIC :

- **Group Discussion :** Introduction, Communication skills in group discussion, Do's and Dont's of group discussion



# Group Discussion

- A Group Discussion (GD) is a formal or informal interactive conversation among a group of individuals (typically 6–12 participants) on a given topic, where each member expresses opinions, shares facts, or argues a point of view.
- It is commonly used in:
  - Job recruitment processes
  - Academic admissions (MBA, B.Pharm, etc.)
  - Professional training
  - Team brainstorming or decision-making
- A Group Discussion is not about winning an argument, but about demonstrating team spirit, communication, listening, and leadership skills. Speak with clarity, respect others, stay calm, and always support your views with logic and examples. By following the do's and avoiding the don'ts, you can shine in any group discussion.

## Objectives of a Group Discussion

- To assess communication skills, leadership, and teamwork.
- To check a candidate's knowledge, logic, and problem-solving approach.
- To evaluate how well a person listens, respects others, and responds logically.
- To judge confidence, attitude, and decision-making under peer pressure.



## Communication Skills in Group Discussion

→ Effective communication is the most important skill in a group discussion. It helps convey your thoughts clearly, build rapport with other participants, and influence the group positively.

Skill	Explanation
<b>Clarity of Thought</b>	Speak clearly, with a focused idea. Avoid confusing or vague points.
<b>Active Listening</b>	Pay attention to others' points. Respond with relevance and respect.
<b>Logical Reasoning</b>	Support your arguments with facts, data, or real-life examples.
<b>Confidence in Speaking</b>	Speak assertively but not aggressively. Show control and calmness.
<b>Voice Modulation</b>	Use a pleasant tone, vary your pitch to avoid sounding monotonous.
<b>Body Language</b>	Maintain eye contact, sit straight, use open gestures.
<b>Language Skills</b>	Use simple, formal, and grammatically correct English (or language of GD).
<b>Persuasion &amp; Diplomacy</b>	Convince others politely, avoid arguments, and acknowledge valid points.

## Do's of Group Discussion

→ These are the recommended behaviors and strategies that help you perform effectively in a group discussion.

Do's	Explanation
<b>1. Be well-prepared</b>	Have a good understanding of current affairs, common GD topics, and practice speaking on them.
<b>2. Initiate the discussion (if confident)</b>	Starting the GD with a strong and relevant point can make a good first impression.
<b>3. Speak clearly and confidently</b>	Use formal language. Speak at a moderate pace with correct pronunciation.
<b>4. Support your points with facts or examples</b>	Using data, real-life examples, or studies adds credibility to your argument.
<b>5. Listen actively</b>	Give others a chance to speak. Nod, take notes, or build on their ideas respectfully.
<b>6. Respect other opinions</b>	Even if you disagree, use polite language. Avoid arguing or mocking.
<b>7. Encourage silent participants</b>	Show leadership by involving quiet members with statements like, "What do you think, Riya?"
<b>8. Use positive body language</b>	Maintain eye contact, use natural gestures, and avoid slouching.
<b>9. Be concise and to the point</b>	Avoid unnecessary repetition or lengthy speeches.
<b>10. Conclude or summarize (if needed)</b>	Summarizing the discussion can show clarity and leadership if the group is not structured.



# Don'ts of Group Discussion

→ These are the mistakes or negative behaviors that can reduce your performance and impression in a GD.

Don'ts	Explanation
<b>1. Don't interrupt others</b>	Let others complete their points. Interrupting is rude and shows poor listening skills.
<b>2. Don't dominate the discussion</b>	Allow others to speak. GD is a group activity, not a monologue.
<b>3. Don't get emotional or aggressive</b>	Stay calm even if you strongly disagree. Avoid shouting or personal attacks.
<b>4. Don't use slang or informal language</b>	Always use professional and polite words.
<b>5. Don't stray from the topic</b>	Stay focused. Avoid bringing unrelated examples or stories.
<b>6. Don't ignore body language</b>	Negative body language like crossed arms, yawning, or looking around shows disinterest.
<b>7. Don't repeat the same points</b>	Repetition without adding value shows a lack of preparation.
<b>8. Don't try to bluff or fake facts</b>	Be honest. If you don't know something, it's better to stay quiet than to mislead.
<b>9. Don't speak too softly or too loudly</b>	Your voice should be audible, not irritating or too low.
<b>10. Don't criticize anyone personally</b>	Criticize the idea, not the person. Personal remarks are unprofessional.