

GROUP DISCUSSION

FREQUENTLY ASKED QUESTIONS IN GROUP DISCUSSION

Group Discussion - Frequently asked questions

1. Why do companies or institutes conduct Group Discussion?

Companies or institutes conduct GD to find out the intelligent and smart candidates who have a sound knowledge and personal skills to handle any situation.

2. How should I prepare for the Group Discussion?

Your preparation for GD has to be broken down into two parts:

Subject knowledge: Your subject knowledge during the GD can't be replaced by anything else. Read voraciously on all subjects to have good ideas. Following could be your sources of information:

- News Papers
- Magazines
- News Portals
- TV

Developing soft skills alongside your subject knowledge you will have to develop your soft skills to carry yourself out properly during the GD. This needs a work on your communication skills, listening skills, body gestures.

3. How do I improve my communication skills?

Good communication would ensure that you are able to put across your ideas in a short time during the limited time. It will also ensure that the group remains supportive to you.

To improve your communication skills, read books on communication and general subjects. This will improve your vocabulary and give your ideas to speak effectively. Pick up good phrases and use them in your day to day discussion with friends and colleagues. Be polite in your conversation and let the other person finish speaking before you take up. Disagreeing politely is an art which you must have. You can use phrases like: I am sorry but I think I disagree with you a bit here, I have a slightly different opinion here, you have a good point but I think there's another facet also to it.

Read loudly at times to make your pronunciation and voice clear.

4. Can I speak in a regional language during the Group Discussion?

No. In a GD you are expected to speak in English only.

5. What will be the duration of the Group Discussion?

A GD normally lasts for 15-20 minutes.

6. How many members will be there in the Group Discussion?

A GD normally has 8-15 members.

7. Can we seek evaluator's help during the Group Discussion?

No. It is for the group members to conduct the GD. The evaluators are spectators who are there to rate you. You should not speak to the evaluators or look at them during the GD.

8. Can I carry a paper and a pen along with me?

Most of the times, you should be allowed to carry a paper and a pen with you. Check it with the organizers before entering into the GD room.

9. Will we be given time to prepare on the subject before speaking?

Usually the group members are given 2-5 minutes to put their thoughts together on the announced subject, before speaking.

10. Will initiating the discussion help?

Initiating the discussion would help if you know the subject well. Speaking just for the sake of speaking would not help. If you don't know the subject well, it is better to listen to others. When you have gathered enough information about the subject, make an entry into the GD with your thoughts.

11. Would interrupting others to put my point across help?

Let the other person finish what they want to say before you put your point across. Over aggressiveness can cost you negative.

12. How many times should I speak during the Group Discussion?

Quality matters more in a GD than quantity. Speak to the point and give others a chance to speak. A short entry of 25-30 seconds 3-4 times during the discussion is enough.

13. Should I address other group member by name or number?

It will be difficult for you to remember the names of all the members correctly in a short time. Rather than concentrating on remembering names, it will be good if you concentrate on the ideas you want to put across. You can refer your group members by 'You', 'He', 'Him'.

14. How is aggression rated in the Group Discussion?

Aggression to the extent that the group turns hostile is bad. It's always good to stay assertive and polite.

15. Are we expected to keep a track of time or the evaluators will do that?

Being aware of time won't hurt but don't let it distract your participation in the GD.

16. Are we expected to argue during the Group Discussion?

GD is a discussion and not a debate where you are expected to prove your point right. Avoid arguing in the GD.

17. What should I do if I don't understand the topic properly? Should I ask the evaluators to explain?

If you do not understand or know the subject well, it is a better idea to let other start speaking. As you understand the subject make an entry into the discussion. Don't ask evaluators to explain the subject.

18. Can I raise my voice during the Group Discussion?

Avoid raising voice to a level where it can be treated as shouting.

19. Should I take a stand during the Group Discussion?

It's better not to take a stand immediately as the discussion begins. Introduce the subject and present some facts to begin the discussion. As the GD proceeds, you can take a stand. If you are convinced with other's point of views, there's no harm in changing your stand but do it in a proper way so that you don't look fickle minded.

20. Would presenting facts help during the Group Discussion?

Presenting facts does help but over adding the facts would be nauseating for the group and a show off of your ego. Present the facts as accurately as possible. If you are asked to name the Union territories in India, you should get them all right but at the same time if you are asked about the turn over of IT industry in the country an error of 5% is acceptable

21. The other members have spoken all the points I want to speak. What should I do?

This can happen if you speak late in the GD. Try to speak within first five minutes of 20 minutes long GD. If others have spoken all that you wanted to speak, all you can do is:

Drop that point and think some thing else

Add some elaboration to the already spoken point and broaden the scope of the GD.

22. Should I encourage other members to speak?

Do not pressurize other members to speak if they are not willing to. By doing this you might put them up in an embarrassing situation. If you see that a member is trying to speak but is not able to than you can encourage and help him.

23. I am not getting a chance to speak, what should I do?

Get into the discussion by politely saying that I think I have a different point of view here, if you disagree with the speaker or by saying Yes, I think you have a point here. I would like to add some further information here.

24. Is it necessary to summarize the discussion?

It is a good idea to summarize the discussion as the goal of GD is that the group should reach a conclusion. However, if the group has not been able to reach a conclusion, just summarize all that has been discussed.

Be aware of your thoughts now, it is your future.