



Q1. What are the four skills required for a group discussion?

Ans.

1. Reasoning

- Try to find the group discussion topic category that you are comfortable with
- ~~Also follow~~ If you are good at debating, factual or social topics are your forte.
- Bookworms may have an edge over the rest in abstract and situation based topics.

2. Speaking

- If the given topic is familiar, you must start the group discussion.
- Collect your ideas systematically (preferably in points) and start speaking.
- If not, try to jump in as a second or 3rd speaker.

3. Time management

- In the time given before the start of group discussion, define the topic, write 2-3 pros and cons and give a 3 point structure to the discussion.
- The structure is relevant typically for current affairs and social /factual topics.

4. Presentation

- If you are able to start then use a line or two to define the topic and spell out the structure.

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Q2. What are the key points that one should keep in mind while participating in a group discussion?

Ans. 1. Body Language

- mark your body language from the beginning of the time you enter the room.
- You are judged the way you sit, talk and conduct yourself so be disciplined.

2. Comprehensive study

- It is significant we prepare ourselves by doing a comprehensive study of all the points related to the topic mentioned/given.

3. Be polite

- we must stick to the point.
- Always pitch your points politely as a group discussion is not a debate, it is just a mere discussion between you and other participants.

4. Show your leadership skills

- You are being assessed for your leadership skills.
- Group discussion is a way to analyze how well you work in a team.
- We must also give chance to others to speak, rather than speaking everything by yourself.

5. Try to cover a wide range of points

- Don't just keep on dragging on the same point.
- Try to come up with as many different and new points about the topic.

How would you clarify your point in a group discussion?

Ans.

- maintain your position with ideas that clearly support the topic of discussion.
- Your comments are required to focus on the main point and add interest to the group discussion.
- Be careful to add new information instead of restating what others have said unless you present a summary.
- Use every opportunity to join the conversation by sharing relevant ideas.
- Use specific examples to support your ideas.
- If you remember a fact or statistic, insert this information into the discussion.
- Give details that explain a situation or idea ~~na~~ instead of general statements.