

Group Discussion

How to succeed in a GD?

In a Group Discussion (GD) you need to excel in 5 areas to succeed. Consider these 5 areas as 5 points that you need to get for cracking a GD these are.

A. Initiation- Starting a GD

1 point goes to the person who initiates a GD.

Starting a GD

Before starting a GD you will be given a topic on which you will have to speak and 1 minute time to think about that topic.

You must keep a paper & pen ready to quickly jot down points that come to your mind about the topic in 1 minute time given for thinking on GD

Finish jotting down points within first 40 seconds & select point with which you will like to start GD.

When there are about 10 seconds left, initiate the GD by saying

Hold on guys I think we should start the GD now.

How to initiate a GD?

Start a GD by "**Good morning/evening every one I will like to initiate the GD by saying that yes I strongly agree/disagree or agree/disagree with.....** (topic given to you) then say a point in favour of your agreement/disagreement

B. Your point in GD

Major part of points go on point you present in GD, how you are able to say thing or present your view on the topic

Try to link that point with current scenarios or company in which you are giving interview

C. Initiation- Giving chance to every one in group

In a GD biggest mistake people make is that they just keep on speaking without giving chance to others

Try to find a person who has not spoken/has been not able to speak and give him chance to speak by saying

HOLD ON GUYS I THINK (say name of person if you know it) or one of our team member (In case you don't remember name of the person) ,(pointing at that person) **has not spoken and we should hear his views too.**

This shows your leadership & team skills

D. Managing the team

A GD situation can become chaotic with all persons trying to speak & not listening to each other

In case situation becomes chaotic try to intervene by saying (BIT loudly so that every one just stops)

HOLD on guys its getting chaotic I think we should speak one by one then only we would be able to understand each others views.

It shows your leadership qualities to manage a team

E. Conclusion- Ending a GD

one point also goes to person who concludes the GD

when around 30 seconds are left in time given to you for GD conclude by saying

HOLD on guys I think we would be running out of time and should summarise the points discussed so far.

(You should record major points of other participants during GD (2-3) only) conclude by saying **we had points in favour & against the topic.** say 1 or max 2 points in favour of topic that has been discussed (try saying name of person who spoke that point) one point against the topic and draw conclusion on topic by saying **thus we all agree/disagree on the topic**

Other points

A. It might happen that either

1) discussion is long say you are given 10 minutes for GD and you have/do not have that many points on topic

2) **you are not aware of topic and do not have any points to speak**

3) **or your points have already been spoken by someone else**

In this case you should try to draw conclusions at regular intervals like in case of 10 minutes GD after 3-4 minutes in case of 2-3 minutes GD after 2-3 persons have spoken by saying

HOLD ON GUYS lets summarize points that have been discussed so far and just repeat summary of points said by other persons (may include name of other person like XYZ correctly said this.....)

B. It might happen that while you are speaking other person/persons may intervene and don't let you complete your point

In this case you shud say **Hold on guys let me complete my point after completing your point by pointing at other person say yes XYZ (name of that person) your views**

Important Points

- **Always look/pretend to be very intrested in views of others even if u like or dont like the views.HR tends to see you are a gud listener or not**
- **Dont get aggressive on any point**
- **After leaving GD always thank HR with a smile**

Abhishek Jain
abhic21985@indiatimes.com