



Group Discussion

KEYWORDS

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objective

A group discussion is what we generally discuss on any topic. These discussions can be formal and informal. Informal discussions can be found in organizations or in . Private firms, selection process for admission, interviews etc. The basic purpose of group discussions is to find out the right candidate who has a good command over his communication skills, who can lead the team of an organization and manages organizational affairs.

INTRODUCTION:

The literal meaning of the term 'Group Discussion' is to talk about a subject in detail. So group discussion may refer to a communicative situation that allows its participants to express views and opinions on the given topic. By group discussions they exchange their ideas, views, opinions and perspective about a topic among the group members by oral communication. It is an exchange of thoughts, experiences, and feelings of a member and others listen them and argue where they want to oppose it or at difference of opinions. In this process, one has to use clear language, clarity of thoughts, distinguish style, effective expressions and effective body language. During the course of discussion, the merits of participant are coming out gradually.

In group discussions, each participant knows the topic and has proper opportunity to express his / here own ideas, thoughts, experience and build his / her own place among the group. Group discussion is goal oriented activity so each one knows the purpose of the discussions and try to prove his / her ability.

In short, group discussion is a sharing views on a particular topic, situation, problem, issue or matter in a systematic manner with specific purpose to achieve.

1. group discussions as a part of the selection process

Group discussion is considered as an examination of a participant for job selection or admission to professional courses as a part of entrance examination. Group discussions can judge the candidate, his ability of communication, personality, knowledge, convincing power and ability to manage organization.

Today group discussions become a regular part of selection process mostly for job selection. Group discussions can be arranged among 8 to 10 participants by giving them a topic, case, situation etc. to discuss without any leader or chairperson in the time limit of about 30 minutes.

Subject knowledge is very important in group discussions. While discussing a topic, relevant knowledge of the topic can help the participant to establish his place among the group members. Wide knowledge on general topics, current affairs, burning issues, political, social, economical, religious etc can achieve by reading newspaper, magazines, periodicals, news bulletins on television and internet surfing.

Along with knowledge, the powerful presentation of knowledge is also required. In group discussions, an effective communication skill also plays an important role. So powerful oral communication skills are also required. For powerful presentation attentive listening is also must. Participant should listen carefully because the discussions generally depends upon the other participant's views so good listener can prove a good communicator.

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In group discussions, the language ability of the candidate is also very important. The selection committee observes the language proficiency, verbal expressions, vocabulary power, sentence structure and clarity of language. Clearly expressed thoughts can effect positively on the panel.

Discussions should be logical and clear in thoughts and expressions. The participant should express his / her thoughts or idea or views in logical order and in direct language. As the purpose of group discussions is clear, so presentation through body language plays an important role. Positive attitude and proper body language helps to achieve the candidate to his desired goal.

In selection process, one has to prove him /her as a good listener. The leadership skill gives positive marking to the candidates. While discussion one has to show the leadership skills like self-confidence, positive attitude, motivation, assertiveness, patience, co-ordination and co-operation.

All these aspects should be kept in mind in the group discussions. Every part has its own importance and collective impression of it will help the candidate to get good ranking.

2. guidelines for group discussion

A group discussion is well organized structured discussions on a particular topic or issue. Here in this process, at every step, participant should follow the guideline to achieve the goal. As it is for special purpose, candidate should perform according to rules and regulations of an organization. The group discussion always starts without any chairperson or leader, so starting of discussion is a very crucial part. At this point of time, the an examiner has expectation from the group that somebody will start and lead the discussion in the proper direction so to perform as per expectations of an examiner is very important part. Generally at initial time, participants waste their time in fear or lack of confidence, cross talk, low volume conversations, cross-consultations and so on. In such situations a good beginner who lead the discussions in right direction can prove his / her ability and get good marking from the examiner. At that time, a leader can divert the group into right track and use good words which attract other participants to listen and examiner to notice. The starting should be positive, assertive, natural and polite.

Once the discussions started properly then the leader should follow time management, logical order, length and positive attitude. It is also important to allow other participants to share their views, ideas, suggestions and solutions.

Group discussions can be successful with equal participation by all members. So to give a space to other participants is

also very important. Even to create a friendly atmosphere is necessary. It is needed to make the discussions lively and pleasurable and at the same time to maintain dignity of the group discussions is to be considered firmly. Participants should give free space to other to express their views, opinions and comments without hesitation. One very important thing to keep in mind is to avoid being too formal with other participants in discussions.

It is a moral duty of participants to avoid conflicts and if arise by others then try to handle it properly and lead towards healthy discussions. At last, it is to be considered that the end of group discussion should conclude the topic positively and completely.

3. role functions in group DISCUSSION:

In group discussions, it is remarkable to perform individual performance and establishes one's capability. Participants should perform according to subject and according to the rules and regulations. As one has to speak on the spur of the moment, there is no planning, preparation or practice for group discussions. Participant should analyze the topic

on the basis of his / her knowledge, experience, and background. One has to take care of the subject matter, its contents and meaning. Before participation, candidate should think over the subject and evaluate the topic from other's perspective. He / She should prepare the logical order of his views and keeping in mind other candidates' opinions, he / she should change the order.

The main role of a participant in a group discussion is to express logical views on the topic. It should be resulted into proper justification of a subject, evaluation of all the aspects, clear presentation and proper conclusion. Participant should try to lead the discussion from its beginning, mid part and finally towards its conclusion.

In group discussions, it is important to take part actively and if participant is familiar with the topic then one should grab the opportunity to speak first but it should be true and relevant to subject. One must try to contribute meaningful contents in group discussions by using humour and wit. It is also necessary to maintain eye contact, open mind and listen to other's views along with spirit of cooperation.

REFERENCE

The present chapter deals with Group Discussion and its essential factors. The Unit describes that GD is part of selection process. GD provides the estimate about the candidate's art of presentation, concept and speaking power. Here it is mentioned that the present Unit helps a lot to students when they appear for selection.