

GD Structure

- An average GD usually has 10 to 15 participants & the time allotted for the discussion is normally twenty-thirty minutes.
- The GD process begins by the announcement of the topic to the group, which is (usually) followed by a preparation time of 3 to 5 minutes.
- More than 5 minutes' preparation time may be given only if the GD is a case-study discussion, and has a long case statement.
- At the end of the preparation time, the panel signals the group to commence the discussion, and from then on plays the role of a non-participating observer.

5. Interpersonal skills

- It is a skill that helps to convert a normal conversation into an impactful conversation.
- When we say that 'you should sound confident', it not only involves the way you speak but your overall appearance as a whole.
- The soft skills required include using voice modulation, pronunciation and tone in an appropriate manner.
- One can take proper training in soft skills or imbibe some tips of presenting oneself in the corporate world.

6. Body language

- The candidate must maintain a consistent eye contact with the entire group as he or she speaks, and the listeners must reciprocate.
- Hand movements are to your speech what punctuation is to your writing.
- If used wisely they beautifully enhance the effect of your words; if used unwisely they attract unnecessary attention and distract the listener from your words.
- Do not engage your hands with something pointless such as playing with the pen, or tapping on the desk, or running through your hair.

9. Clarity of Points

- Without stating your views clearly, you can't make an impact even if you have more insightful knowledge about Group Discussion topic.
- So, try to state your opinions clearly. But, don't forget to use simple and easily understandable words while speaking.
- And one more thing to remember is that don't get aggressive even if you're disagreeing with someone.
- All these key things can help you to convince others on your logical and right ideas on the topic given in GD.

15. Dominance (Interrupt)

- Always remember that it is a discussion and not a battle.
- In the heat of the moment never lose your control of speech and decency.
- You are there to share your point of view and not to start an argument. Respect others views and do not try to dominate your views or point. Being patient and calm is the key.
- It is considered mannerless to interrupt someone while talking.