



Learn Beyond

**KPR Institute of Engineering and Technology**

(Autonomous, NAAC "A")

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**STUDENT AFFAIRS006**

**NBA Accredited**  
(CSE, ECE, EEE,  
MECH, CIVIL)

### Group Discussion Etiquettes

<b>Event No</b>	STUDENT AFFAIRS006
<b>Organizing Department</b>	Student Affairs
<b>Date</b>	12/02/2022
<b>Event Type</b>	Expert Discussion
<b>Event Level</b>	Institute
<b>Venue</b>	Communication Lab
<b>Total Participants</b>	41
<b>Students - Internal</b>	41

#### Outcome

It improves your thinking, listening and speaking skills. It also promotes your confidence level. It is an effective tool in problem solving, decision making and personality assessment. GD skills may ensure academic success, popularity and job offer.

#### Event Summary

Group Discussion forms an important stage of admission process in top B-schools. Apart from the knowledge and communication skills, candidates are judged on the basis of their mannerisms and etiquettes. Candidates are required to present their personality traits in a limited time. A successful group presentation demands a certain degree of decorum. Here are certain things to keep in mind to enhance your score in a group discussion:-

- It is very important to dress formally and arrive on time. The way you walk to your allocated seats speaks about your personality. Be confident but not arrogant.
- Take a pen and a notepad. It makes you look organized.
- Listen to others carefully, jot down the relevant points and list down your own points.
- Organize your thoughts before you speak. This will help you express with confidence and clarity.
- Pay attention while others are speaking. This will enable you contribute to the discussion in a positive way.
- Do not deviate yourself from the topic. Talking about unrelated things puts a bad impression.
- Do not interrupt the speech of other participants and wait till they complete.
- Maintain a balance in your tone while objecting to the points made by other participants. Avoid raising your voice too much or shouting.
- Respect the opinion of others. Agree and acknowledge what you find good points expressed by others. Use phrases like "What you have said here, sheds light on another aspect...".
- Express your disagreement in a polite, dignified and convincing manner. Do not use negative comments like "this point is wrong" or "your argument doesn't make any sense."
- Do not try to dominate other participants. It is a discussion and not an argument or debate.
- Keep your body language positive. Table thumping, pointing fingers, looking here and there, etc, are negative gestures.

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