

Mr. Parmeshwar Singh
Faculty of Vocational Courses
(B.B.A, B.Com and BCA)

D. K. College, Durgam

Subject: Business Communication (BBA 1st Year)
Unit - II

Topic: Do's and Don'ts of a Group Discussion

Do's of a Group Discussion:

- ① Listen to others, it is not necessary to initiate a group ~~discussion~~ discussion.
- ② Initiate the discussion if you are familiar with the topic.
- ③ Intervene if the discussion is turning out to be hostile. It reflects your leadership.
- ④ Speak to the point without repeating.
- ⑤ Back your points with facts and figures.
- ⑥ Be gentle with your presentation.
- ⑦ Be natural, calm and maintain your composure.
- ⑧ Be participative and reciprocal.

⑨ Say 'Thank you' before ending your presentation.

⑩ Think before you speak.

⑪ Say what you feel, without going in "favour" or "against" it.

Don'ts of a group discussion

① Do not be loud or aggressive.

② Do not go overboard with enthusiasm if you are familiar with the topic.

③ Do not interrupt other speakers.

④ Do not deprecate other speakers.

⑤ Do not change your opinions.

⑥ Do not ask irrelevant questions.

⑦ Do not stop abruptly.

⑧ Do not get nervous if the previous speakers have presented their points in a better way.

⑨ Do not exhibit your emotions.