

GD Interview Group Discussion: GD Summarisation Techniques

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Most Group Discussions do not really have conclusions. A conclusion is where the whole group decides in favour or against the topic.

But every Group Discussion is summarised. You can summarise what the group has discussed in the Group Discussion in a nutshell.

Keep the following points in mind while summarising a discussion:

Avoid raising new points.

Avoid stating only your viewpoint.

Avoid dwelling only on one aspect of the Group Discussion.

Keep it brief and concise.

It must incorporate all the important points that came out during the Group Discussion.

If the examiner asks you to summarise a Group Discussion, it means the Group Discussion has come to an end. Do not add anything once the Group Discussion has been summarised.

1. always be the initiator and concluder of the Group Discussion then being a participant.
 2. But if you are participant always try to be the most vital/key participant.
 3. put points firmly and always try to get others support too.
 4. if you find that the discussion is going off track then never lose an opportunity to bring it back to stream this is the best point to score max.
 5. try to keep latest information on the topic.
 6. be very polite, people may try to provoke you to get more points but try to keep cool.
 7. most important don't wait for your turn to speak when discussion is on. Interrupt politely if you want to put forward your points.
 8. last but not the least keep tabs on the time given for discussion. Score points by wrapping up the discussion if you feel that the discussion is heating but the time is going to be over:
 9. during conclusion, do end with the conclusion note. That shows your leadership quality.
- Best scoring points are:

- a. initiation of discussion

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- b. always keeping/trying to keep discussion on track
- c. conclusion on time
- d. your capability to keep your cool and listen as well as putting your points.

Group Discussion basically means searching your team player, leadership, communication capability.