

Group Discussion

Group Discussion is a methodology used by an organization to gauge whether the candidate has certain personality traits and/or skills that it desires in its members. In this methodology, the group of candidates is given a topic or a situation, given a few minutes to think about the same, and then asked to discuss the topic among themselves for 15-20 minutes.

Types of Group Discussion

1. **Factual:** - These are about practical things, which an ordinary person is aware of. The topic is in the form of a statement sometimes may not be a complete statement.
Ex- "The biggest problem that India is facing today is....."
2. **Controversial:** - These are argumentative in nature and are meant to generate controversy.
Example- Reservation in jobs should be removed.
3. **Abstract:** -These Topics are about intangible things. It tests your lateral thinking and creativity. Example- "the sky is blue... "

Points To Be Remembered in a Group Discussion...

- Body Language.
- Don't feel anyone is better than you.
- Don't mix your personal emotions in GD
- Continue with your ideas. Don't let it down when anybody try to stop in chaos period

Email Etiquettes:

1. What are email etiquettes?

Email etiquette is so new; the rules are evolving because of our increased use of email, as well as the advent of new technology. However, since this correspondence is owned by the business, some general rules of etiquette should be observed.

2. Why a company needs Email etiquette?

- Professionalism
- Efficiency
- Protection from liability

Tips to writing Emails:

E-Mails should be concise and to the point

M-ake use of proper spelling, grammar and punctuation

A-lways answer swiftly

I-nclude your signature

L-earn to read the E-mail before you send it

Keep in Mind:

- Use a meaningful subject
- Read the email before you send it
- Keep attachments to a minimum and mention your attachment in the content
- Take care with abbreviations and emotions
- Take care with rich text and HTML messages
- Use active voice instead of passive voice
- Make it personal: -Avoid using Bcc and Cc unnecessarily
- Use templates for frequently used responses