

During a group discussion, it's important to:

1. Listen actively:

Listen to what others are saying, and try to understand their perspectives. Avoid interrupting others or thinking about what you're going to say next while they are speaking.

2. Participate actively:

Share your ideas and thoughts, but also be open to feedback and new perspectives. Avoid dominating the conversation, but also don't be afraid to speak up.

3. Be respectful:

Show respect for the opinions and ideas of others, even if you disagree with them. Avoid personal attacks or sarcasm, and keep the discussion focused on the topic at hand.

4. Be open-minded:

Be willing to consider new ideas and perspectives, even if they differ from your own. Avoid close mindedness and try to find common ground with others.

5. Stay focused:

Stay on topic and avoid straying into unrelated discussions. Avoid distractions such as mobile phones and laptops.

6. Encourage participation:

Try to encourage quieter members of the group to participate and express their opinions.

7. Summarize and conclude:

At the end of the discussion, summarize the key points made by the group, and if possible, come to a conclusion or make a decision.

8. Take notes:

If possible, take notes of the key points discussed, it will help you to remember the main points and also to summarize them.