



TOPPERS HUB
ACADEMY

PERSONALITY DEVELOPMENT

GD & Interviews

Group Discussion & Interview Guide

A free study resource by **Toppers Hub Academy**

Founder & Director: **Mrs. Neeru Nanda**

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Group Discussion

- Listen carefully before you speak; quality beats quantity.
- Initiate or conclude confidently if you can do it well.
- Support points with facts and stay on topic.
- Be respectful – never interrupt or dominate rudely.

Interview Preparation

- Research the institution or company beforehand.
- Prepare answers for common questions like 'Tell me about yourself'.
- Dress neatly and reach early.
- Maintain eye contact, a firm handshake and good posture.

Communication Tips

- Speak clearly and at a steady pace.
- Be honest; it is okay to say you do not know.
- Show a positive, willing-to-learn attitude.
- End by thanking the interviewer.

Want to join our personality development sessions? Call us.

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