Contents

Foreword by VS Bejoy	vi
Foreword by Anurag Vohra	vii
Preface to the Fourth Edition	ix

Unit I Interviews

1.	Interview Fundamentals	3
2.	Defining an Interview	6
3.	Communicating with the Employer: Your Manners, Conduct and Etiquette	8
4.	What Interviewers Look for and Criteria of Selection in an Interview	10
5.	Essential Preparation Required to Face an Interview	12
6.	Facing an Interview	16
7.	Do's and Don'ts of an Interview	20
8.	Frequently Asked Questions (FAQs) during an Interview	22
9.	Trends of Interview Methods of Premier MBA Institutes	34
10.	Tips on Body Language for an Effective Performance in an Interview	39
11.	Ten Smart Tips for Managing Interview Stress	41
12.	Services Selection Board (SSB) Interviews	43

Mastering Interviews and Group Discussions

Z.

xii

Unit II Group Discussions

Part I Concept of a Group Discussion and How to Effectively Participate in a Group Discussion

13.	Introduction to Small Group Interactions	53
14.	Some Significant Aspects of a Group Discussion	59
15.	Criteria for Assessment in a Group Discussion	64
16.	Basic Elements of Group Discussions	66
17.	Essential Preparation Required for a Group Discussion	70
18.	A Dozen Smart Hints for Excelling in Group Discussions	73
19.	Conduct of Group Discussions in Services Selection Boards	76
20.	Role of Non-verbal Communication in Group Discussions	79
	Part II	
	Mock Group Discussions	
21.	Will e-commerce Dominate the Indian Retail Business?	83
	Dusiness:	
22.	Can BRICS Pose a Formidable Challenge to the West?	88
	Can BRICS Pose a Formidable Challenge to the	88 92
23.	Can BRICS Pose a Formidable Challenge to the West?	
23. 24.	Can BRICS Pose a Formidable Challenge to the West? Should We Allow Indians to Die with Dignity?	92
23. 24. 25.	Can BRICS Pose a Formidable Challenge to the West? Should We Allow Indians to Die with Dignity? Indo-Russian Relations in Present Times	92 97
23. 24. 25. 26.	Can BRICS Pose a Formidable Challenge to the West? Should We Allow Indians to Die with Dignity? Indo-Russian Relations in Present Times Are Slums Urban Eye Sores and Must be Removed? He/She Works, He Comes Back, She Comes Back	92 97 103
 23. 24. 25. 26. 27. 	Can BRICS Pose a Formidable Challenge to the West? Should We Allow Indians to Die with Dignity? Indo-Russian Relations in Present Times Are Slums Urban Eye Sores and Must be Removed? He/She Works, He Comes Back, She Comes Back and Cooks	92 97 103 108
 23. 24. 25. 26. 27. 28. 	Can BRICS Pose a Formidable Challenge to the West? Should We Allow Indians to Die with Dignity? Indo-Russian Relations in Present Times Are Slums Urban Eye Sores and Must be Removed? He/She Works, He Comes Back, She Comes Back and Cooks Importance of Marketing	92 97 103 108 112

22	
Contents	xiii

	Part III Detailed Discussions on Signific ant Current Topics	
31	US-India Defence Relations	135
	Britain's Exit From EU (BREXIT)	135
	India's Pride—LCA Tejas	140
	India and Olympic Games	142
	Indus Waters Treaty	144
	Role of Media in Moulding Public Opnion	146
	Significance of Indo-Japanese Relations	148
38.	Is Naxal Movement India's Greatest Internal Security Threat?	150
39.	Can Sri Lanka Resolve the Problem of Tamils?	153
40.	How should India Deal with China?	158
41.	Is Creation of Smaller States Desirable?	161
42.	After Information Technology, is Medical Tourism All Set to Boom in India?	164
43.	Right to Information Empowers Aam Aadmi	166
44.	Should Students Participate in Active Politics?	169
45.	Can Reservation in Jobs Solve Problems of our Society?	172
46.	Is Knowledge of Financial Management Essential for All Managers?	175
47.	How Relevant and Effective is SAARC in the Present Day?	177
48.	Is Advertising an Art to Promote Goods or an Instrument to Mislead Unsuspecting Customers?	179
49.	Leaders are Born, Managers can be Trained	182
50.	Can Corruption be Eliminated from India?	185
51.	Will India ever Get rid of Terrorism and Insurgency?	188
52.	Is IQ More Relevant than EQ for Success in Management?	191

v	Mastering Interviews and Group Discussions	
53.	Should We Import Management Techniques to Manage Indians?	194
54.	Is Capital Punishment Necessary in 21st Century?	198
55.	Are Women in Defence Forces a Misfit?	200
56.	Is the Internet a World of Hidden Opportunities or a Den of Dangers?	203
57.	Should Right to Recall be Given to Indian Voters?	206
	Part IV	
	Suggested Topics for Preparation and Revision	
58	Some Suggested Topics for Preparation	211

218

59. Basics Recapitulated