



## TECHNICAL COMMUNICATION (KAS – 301)



### **UNIT – 4** **TECHNICAL COMMUNICATION SKILLS**

TOPIC : SEMINAR PRESENTATION

Presented by  
Dr. RENUKA  
Assistant professor  
Applied Science and Humanities  
IMS Engineering College, Ghaziabad

# Seminar/ Conference

A seminar is a commercial program where attendees are given information or training about a specific topic.

A seminar is usually held for groups of 10 to 50 individuals and frequently takes place at a hotel meeting space, an academic institution, or within an office conference room.

# Seminar Presentation

- A seminar presentation is a **short informal talk** giving the results of your researches into a topic on the course.
- You are sharing your ideas or discoveries in a way that gives seminar participants an opportunity for discussion.
- These presentations form a normal part of the teaching and learning process in undergraduate and postgraduate studies.

# Purpose of Seminar Presentation

- A presentation concentrates on teaching something to the audience. A good presentation means that the audience understood the message.
- The first rule is to place yourself in the mind of your audience.
- The second rule is to provide the minimum amount of information to the audience.

# How should the information be organized?

- Developing an outline is important for a logical flow of ideas as well as serving as a checklist for items that appear in the slides.
- Introduction and background information (why is the work important? what related work exists?)
- Objectives of research
- Explanation of methods (what is unique about the presenter's approach?)
- Results
- Discussion and conclusion (did the results meet the objectives?)
- Relevance or significance, implications of findings (what is the overall scope of the work?)
- Future work (what happens next?)

# Types of Seminar

Based on the size and organizational aspects the seminars can be classified in to four types.

1. Mini seminar
2. Major seminar
3. National seminar
4. International seminar

- Mini seminar: Its coverage and scope are small and simple. A small population is enough to hold this seminar. A discussion held over the topic taught or to be taught with the students is known as Group discussion. Such group discussions held in an organized way within a class room, it is called mini seminar. This mini seminar gives the students training in questioning skills, organizing the information and presentation skills of seminar. A mini seminar is felt necessary because it gives good experience to conduct a major seminar at Institutional level.
- Major seminar: The seminar conducted at an institutional or departmental level for a specific topic or subject is known as Major seminar. Usually students and teachers are participating in this type of seminar. This major seminar can be organized at department level for every month. A specific topic or subject is selected for the theme of the seminar.

- National seminar: An association of any kind particularly with academic or professional interest or an organization (Government, Firm, etc.,) conducts the seminar at National level is called National seminar. The subject experts are invited to the seminar for discussion. The Secretary of the seminar prepares the schedule and functionaries for seminar.
- International seminar: Usually the seminar conducted by an international organization or agency is known as International seminar. Theme of this seminar has wider aspects. Globalization, Renovation, Atomic energy agreements, Policies implementation and modification etc., are examples for themes of International seminars. A Nation or its body can conduct or organize the international seminar.



# Steps involved in Seminar

The seminar is a process which allows the persons to discuss a theme in a peer group with subject experts in an objective method.

The steps of the seminar method are classified in to following three steps: -

- Before seminar (pre seminar phase)
- At the course of seminar (seminar phase)
- After the seminar (post seminar phase)

## **Activities involved in the preliminary stage of seminar (pre seminar phase)**

- Selection of seminar theme and its sub-themes Venue (availability of physical facilities, etc.), Date(s), and Time (duration of each session) are must be finalized well in advance.
- The panel of specialists, subject experts, Chief Guests, Observers for seminar must be prepared and obtaining the concurrence from the President or Convenor of the seminar.
- The permission must be requested from the persons listed in the panel and from their head offices to utilize their services for seminar.
- A circular regarding the seminar and its information must be prepared without ambiguity.
- The seminar circular must be circulated well in advance to the people (must have the relevant knowledge about the theme of the seminar) who are able to participate in the seminar.
- The selection of the paper presenter / speakers must be based on the article submitted by them and their professional excellence.
- A compendium of selected papers must be prepared by a expert committee.

# Activities involved during seminar (seminar phase)

- Ensure the physical facilities (Stage settings, Seats, Audio-Visual equipments, etc.) available for the participants of seminar.
- Welcome the Chief Guests, Chair persons of Technical session, Observers and Participants of seminar and encourage their active participation in the seminar.
- The Chair person of technical session and the paper presenters and speakers must manage the time effectively. Proper assistance must be ensure for every speaker / paper presenter to facilitate their paper presentation by providing appropriate Audio, Video equipments such as Public Address System, Over Head Projector, LCD projector etc.
- At the end of seminar session, the seminar events will be briefed by the Chairman of the seminar. This gives a clear definition to the seminar conducted and the further steps to be done in future also.
- The chairman or organizing secretary will announce the concept derived by the seminar. Deliver of Vote of thanks to the Participants, Seminar Committees and all the people who engaged in the seminar activities either directly and indirectly.

## Activities involved after the end of seminar (post seminar phase)

- Correction of the presented papers / articles from the authors (paper presenters) must be done by themselves.
- The restructuring of paper submitted is essential, because the clarifications received during the discussion must be incorporated.
- Compilation of the restructured papers will be done by a panel of experts.
- The prepare compilation (Compendium) must be sent to the concerned firms, institutes, Agencies, Government departments for further follow up activities.
- A clear budget report must be prepared and sent to the auditing committee / officers for approval are essential.

# Evaluation of Seminar

- The seminar can be evaluated using formal and informal evaluation methods.
- The evaluation must be made to get the immediate feed back from the speaker and participants regarding the seminar paper and other seminar details.
- The observation schedule, questionnaire can be used as evaluation tools for seminar.
- The information obtained through the evaluation tools must be a feed back for the paper presenters.
- The evaluation of overall seminar process can be used for the study and feasibility of forth coming seminars and its arrangements.

# HOW TO WRITE A SEMINAR PRESENTATION

- In order to show the best performance, a student has to realize that writing any academic work needs to be a well-planned process. Therefore, in the case of writing a seminar presentation, it is better to divide the activity into three stages:

- ☐ preparation
- ☐ writing and revising a draft
- ☐ making illustrative slides

# Preparation

- The very first task when writing a seminar presentation is to learn the requirements carefully and specify the unclear ones by consulting the teacher.
- Then, the actual work on the seminar presentation should start with deciding on the topic and its scope.
- The perfect topic is the one that is not too complex while it should not be a shallow one at the same time.
- The next step is to state a research question that will be the central matter to focus the entire work on.
- In addition, revising the basic rules of academic writing will definitely appear beneficial.
- Thus, a seminar presentation includes a concise introduction to the topic, several sections that are clearly divided, and a summarizing conclusion, as well as supportive visual slides.

# Writing and Revising a Draft

- It is suggested to start with creating an approximate plan of the paper and a list of ideas to use while taking into account the amount of information that needs to be covered.
- The next step is to seek for useful references and look through them while taking notes.
- It is a necessity to remember to use sources that are relatively recent, preferably not older than 5 years.
- As for the draft, the notes are to be used for making an outline that consists of several leading points.
- It is possible to start including some background information to support the main ideas, along with adding an interesting opening statement and a good closing one.
- The last step is to make the information pleasantly flow by adding transition sentences and phrases.
- When finished, it is crucial to revise the paper and proofread it.



# Making Illustrative Slides

- For a seminar presentation, it is effective to use slides as visual aids helping the audience to understand and memorize the presented information.
- People perceive information better through tables, graphs, and other types of illustrations.
- Some basic recommendations for a good presentation include using bullet points and minimum text.
- In other words, it is better to make more slides with less information on each than making several overloaded ones.
- When following these basic guidelines, not only the seminar presentation will be educational but also the teacher will notice the student's effort in creating a comprehensive work instead of doubling the text from the written part into the slides.

# TIPS

- Try not to cover so many ideas, stick instead to a major theme.
- Focus on what the audience needs to know about the subject and not on what you want to tell them.
- Don't give too many experimental details unless the method is the main point of the talk.
- For each set of data, explain the significance of the findings, don't just only show it.
- Don't assume that the audience will know what you mean.
- Make transitions from one topic to another logical and smooth: "now I'd like to tell you..."
- Unlike a written report, the audience must be able to immediately grasp the information. So, keep it simple.
- Use repetition as a tool to help the audience remember important points