

Giving a Seminar

Tips and Reflections

Outline

- *The Concept of Seminars – What they are and are not.*
- *Preparing the Seminar.*
- *Checklist of Key Points*
- *Giving the Presentation*

What IS a Seminar?

- A presentation in which one gives their analysis of a topic, and then responds to questions and leads a discussion of the presentation. Presenters demonstrate:
 - Having thought critically about the topic.
 - Clarity of thought and focus.
 - Inquiry and discussion
 - Ability to respond respectfully and intellectually to others.

A Seminar is NOT . . .

- An essay.
- An information dump.
- A lecture.

Preparing the Seminar

- *Know the audience. Develop your work to their level and interests.*
- *Use research; represent the findings and points accurately and in enough detail to enable others to develop an understanding of the topic.*
- *Create a written plan or outline for the seminar.*
- *Plan what will be said – the opening, anticipate some questions and some response.*

Key Points in the Seminar

- Review your plan. Have you covered all areas?
- Are all of your facts and materials accurate?
- Have you prepared and photocopied a handout or are there copies of a paper available for after?
- Have you prepared visual materials to assist?
- Have you made arrangements for the necessary equipment to be on hand for your presentation?
- Do you know how to operate the equipment on your own?

Giving the Presentation

- Speak clearly and relatively slowly. Use your voice to keep the attention of your audience.
- Vary the style of what you are stating.
- Find interesting ways to package and share information.
- Answer questions thoughtfully, respectfully, and be open to others' points of view on your work and presentation.
- Arrive early to set up, feel confident in your appearance, and enjoy yourself!

Resource Materials

- Boyne, M., Taylor, K., & Gamache, P. (1996). *Effective Seminar Presentations: An Academic Survival Guide*. Peterborough, ON: The Academic Skills Centre, Trent University.
- Watson, W., Pardo, L., & Tomovic, V. (1989). *How to Give an Effective Seminar*. Toronto: Stoddart Press.

TIPS ON WRITING COMPREHENSIVE FUNDABLE RESEARCH PROPOSAL

Why?

Background and Problem Statement –

- Social /theoretical issues
- Scientific/Scholarly Significance
- Related Research
- Who else has done research in this area? Journals, periodicals; search engines!
- What do reports from governments, NGOs,
- International agencies (UN) say about the problem.
- Preliminary Studies
- Data from pilot studies; previous research that you have conducted unpub.& published.

“How”

Conceptual Framework

- Literature survey reveals models for the problem – intelligent choice
- **Adapt** the first best
- Develop an **input-process-output** model
- Identify key problem variables as inputs
- Rethink processes to **transform** key variables
- Predict key variables as output
- Complete a feedback loop

Common Mistakes

- **NEVER** attempt to develop OWN framework – ref. seasoned scholar/researcher
- Never restrict study/review of literature in your discipline of specialization/

What

- **Objectives**
- Measurable, achievable METICULOUS

Hypothesis/ Research Questions (Soc. Sci)

- - Most research is “hypothesis” driven
- - Even qualitative & emerging design research addresses specific questions

“What” Common Mistakes

- Poor fit with Problem Statement
- Research Question unclear
- Objectives are fuzzy, not measurable
- Poorly presented or too vague
- Not testable
- Poor fit with Methods Section/Not Predictive.

Justification/rationale/signif. of the study

- Knowledge advancement in the particular field
- Policy relevance
- Contemporary nature of the theme

“What”

Literature Review

- What is already known about the subject of study -
- Emerging questions – knowledge/research gaps.
- What remains to be known/done – informing the problem statement

How?

Ethical Issues

- Human subjects
- Consent by subjects
- Confidentiality
- Impartiality

How?

Methodology

- Study Design/ qualitative/quantitative/mixed methods
- Study area/location/ site
- Population Vs Sample size
- Instrumentation/Data Collection
- Data Analysis (statistical tests)

What? When? Where? Who?

Work Plan

- Timeframe
- Charts
- Linked to Budget Lines

“How”

Anticipated Results

- **Common Mistakes**
- Inadequate analysis
- Inadequate evaluation
- Potential pitfalls not addressed
- Unrealistic time schedule
- Responsibilities or duties unclear

How Much?

Typical Budget Categories

- Travel
- Daily Subsistence Allowance
- Equipment
- Supplies
- Other Direct Costs (Publications, Computing,

*These are REAL costs of
activities/equipment/supplies!*

References

- Orderly full list of cited sources.

Guidelines on Seminar Presentations

- Your main goal in presenting this seminar is to **communicate** your topic to an audience of **mixed backgrounds and interests**.
- This should **not** be a technical paper such as would be presented at a professional meeting.
- Your seminar **should** tell a scientific story in a way that **everyone present can understand** and go home with some **lesson learned**.

Purpose of Seminar

- 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; this helps overcome the temptation to fill presentations with details meant to impress the audience. So, make sure to:
 - 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.

Audience Analysis:

- Remember that your audience will be scientifically literate but **will not** automatically understand terms, jargon, abbreviations, and methods used in all fields.
- When planning your seminar, put yourself in their shoes.
- Explain all terms and concepts that are important for understanding your topic and will be used throughout your presentation.
- Ask yourself: What do they know? What do they want to know? What do they need to know in order to understand my presentation?
- Use the answers to these questions to guide how you present your seminar.

- **Title**
 - Make your title descriptive, succinct, informative and interesting.
- **Visual aids:**
 - A visual aid is something your audience can see that **aids your speech content**. Always look and talk to the audience, **NOT** to the visual aid. **Don't read** directly from the slides; you will lose eye contact with the audience and run the risk of putting everyone to sleep because they can read faster mentally than you can verbally.
- Animation is good and beneficial as long as it does not get too distracting.

Font, color, background

- Decide what font, colors, graphics, background design and layout to use for your entire presentation. While you can use variation, **strive for consistency**: titles should be the same color, bullets should be the same color and shape, etc...Visual aids can be created using almost any color, but there should be enough contrast between foreground and background elements and too many colors can distract from the message. If you want to use graduated backgrounds, keep them subtle and smooth.
- N.B: Sometimes different computers project colors differently, so make sure to check it out on the big screen before the actual presentation.

- *Size and number of elements*
- A limited number of elements, big graphics, and big text make reading easier. “*Less is more and big is beautiful*”. It should be big enough to be seen at the end of the auditorium. Nothing aggravates the audience more than not being able to see what the speaker is talking about. Titles should be 36-48 point and text should be 26-36 point (72 points equals 1 inch). Also, keep similar text the same size from one visual to the next.

Use of white space

- Blank areas in a visual help the reader through the data and avoid the appearance of overcrowding. Slides should have enough margins on all sides and eye friendly. Try to keep your slides neat and uncluttered.
- *Text*
- Use **short and simple** phrases in place of sentences or paragraphs and limit the amount of information in the presentation. Each visual should be a hint and **not** the whole story. Visuals should have:
- One main point One thought per line No more than 5-7 words per line No more than 5-7 lines per visual
- Use a combination of uppercase and lowercase lettering. **Using all capital is harder to read**. Avoid commas, semicolons, or periods in visuals. Instead, use bullets or numbers to separate and group ideas.

References

- You need to give credit to the work of others. Don't forget to include references on your visuals at the bottom in small font.
- *Graphs and tables*
- Graphs and tables are the best way to summarize large quantities of raw data.
- Simplify the data Show only the essential information Be consistent in style and terminology, font, color, style... Data elements should be the thickest and the brightest colors. Frames, grid lines, axis lines, and error bars should be lighter in color and weight. X and Y axis lines should end at the last data point Include legends.

Proof read visuals, then have someone proof read them for you!!

- **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 per se.
- 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?)

Introduction (Tell them what you are going to say)

- The introduction serves to provide a **focus** (statement of main idea), a **reason to listen** (significance of the main idea), and an **orientation** (division of the presentation). Identify the problem and focus on the scientific observations that led to your research topic. Include some background information.

Body (Tell them)

- Choose the story you want to tell then present the data or experiments that are **essential** to your story. Be selective; **don't overwhelm** the audience with volumes of data that may just confuse them. This is **NOT** your thesis defense. Present your results in an **order and organization** that support and maintain the flow of your story and that facilitates understanding, even if that is not the order you used in the laboratory. Ideally, summarize after you finish each point to wrap up what you've said and connect it to the next argument. Repetition makes the idea stick in the audience's head. Never use a slide unless you give the audience **time to understand** its content. Presenting complex equations or tables "for show" is not useful. Only present material that you can take the time to explain and define.

Conclusion (Tell them what you told them)

- Take this time to repeat and **reemphasize** the most important conclusions. Show the significance of your work. Tell them exactly what YOU want them to walk away remembering.

Delivery

- Well-done visuals and graphics are important in expressing ideas, and offering results that escape words. However, it is the oral communication that gives depth and understanding to the visuals.

Practice

- Practice is very important for a successful presentation. It allows the speaker to spot flaws and enables smoother transitions from section to section. Try to **rehearse** with an audience of friends; it is the best way to get feedback and constructive criticism. Although you might first develop a script for your presentation, it **should never be read**. If you do use notes or cards during the seminar, try not to obviously read from them. **Know your talk** well enough that you speak out to your audience most of the time and just sneak a peak at your notes periodically to keep you on track.

Dress for success

Look and act **professional**. Develop a confident (but not arrogant) stage presence. Look at your audience and make **frequent eye contact** with them. This conveys an air of confidence and knowledgeability about the subject matter. Avoid doing things that distract the audience such as nervous habits or noticeable repetitive hand motions. Don't insult your audience or put them in a position of having to admit their ignorance. Don't ask, "how many of you don't know...?"; rather say, "some of you may not know..."

Don't be nervous

- *“The internal nervousness most speakers feel during presentations is usually **not seen externally**”*. It is a good idea to visit the auditorium and **practice before** your seminar. The familiarity with the environment is comforting. Also, get used to having the slides behind you and to looking at both very bright lights and very dark spaces. Practice how far your voice can project and whether slides are legible from a distance.

Don't speak too fast

- During an oral presentation, the speaker is in charge of speed control. **Sentences should be short** and main points should be repeated to aid memory and understanding. Your voice should be clear and your pace should vary according to the audience's familiarity or unfamiliarity with the subject. **Show excitement** by varying your voice pitch and tone. "Time practice" will tell you how much material can be presented in the time allotted. **Never try to include more information by speaking faster.**

Don't be boring

- Enthusiasm is contagious. If the speaker shows excitement for the topic, the audience will listen attentively. Listeners can **absorb only a few points** during a 20-30 minutes presentation. Concentrate on what is significant and avoid intricate mathematics that are not critical to the presentation.

Handling questions

- During practice sessions, ask colleagues to pose what they feel might be typical questions. Keep your **answers short and to the point**. Preparing extra slides for anticipated questions is also a good practice. Never get into a power struggle with someone in the audience. Appropriate responses might be: “we have not performed those experiments yet”, or “that is a very interesting idea; we’ll have to give that some thought”. If an answer will take an unreasonable period of time, say that you would be happy to discuss it after the session.

Don't let your presentation sound over-rehearsed!!

Writing research report

- Consider the **purpose** and **audience**
- mode of organization – how the research report is to be structured;
- The organization of the paper **refers to the structure**, i.e. the sequence in which you present each type of information.
- Organization is very important to convey your ‘idea’ in a comprehensive and meaningful way.

Cont'd

Generic mode of organization (thesis)

- Title – title page –
- Abstract
- Acknowledgment
- List of tables
- List of figures
- Abbreviations
- Table of contents

Cont'd

- Introduction
- Literature review
- Methodology
- Results and discussions
- Conclusion
- References
- Appendices

Cont'd

1. Title page

- Remember the title page for a proposal
- Shows the title
- The **author(s) name (s)**
- **The institution/ uni/college, Dept.** the student is in.
- MSc thesis— partial fulfilment of the MSc Degree in Accounting and Finance
- Show the time of delivery
- Remember cover page is **not page numbered**

Cont'd

2. Abstract

- abstract immediately follows the title page
- The abstract is a summary of the information in the paper/thesis/project ;
- It enables readers to see **the basic content of the document;**
- Needs to be brief usually **250** words or so.
- **Do not use figures, tables, in-text references**

Cont'd

- An abstract should include (1)the **purpose** and **scope of the investigation**; (2) describe the **methodology employed**; (3) summarize the **results**; and (4) state the **main conclusion**.
- Advisable to write abstract **after writing the entire paper/ thesis/ project**.
- Font type may be italics
- Abstract page is numbered with roman numeral (i, ii, iii etc);

Cont'd

3. Acknowledgment

- Acknowledge **people, institutions** and others that you think have helped (in various ways) you in doing the research
- Acknowledgment page is numbered with roman numeral (i, ii, iii etc);

4. List of tables

- Show the table number, label and the page number each table is presented.
- The table number should reflect the chapter in which the table is presented;
- List of tables page is numbered with roman numeral (i, ii, iii etc);

Cont'd

5. List of figures

- Show the label of the figure, figure number and the page number on the list of figures page;
- **Use roman numerals** for the number of this page

6. List of abbreviations

- Show the list of abbreviations used in the documents.
- Abbreviations need to be defined in the text when you use them for the first time
- This page is numbered with roman numerals

Cont'd

7. Table of contents

- Shows the contents of the whole document (labels with page numbers)
- Starting from the **abstract up to appendix**

8. Introduction

- Introduction in a research report
- The **methods part is now a brief discussion of the methods used and take the details to the methodology chapter later**

Cont'd

9. Literature review

- You may show the theoretical perspective in the literature review chapter along with the review of research studies;
- Remember to **conclude the review chapter** with the identification of the **knowledge gap**;

10. Methodology

- Show the details about the methodology in this chapter. You may present **the research purpose, research questions and hypotheses at the beginning of the chapter**
- This may be followed by a **discussion of the philosophy of research approaches**;

Cont'd

- Then choice of the research methods both data collection and analysis (maybe in separate subsections);
- Description of the instrument used /survey/ experimental
- Procedures followed in pre-survey/ experiment evaluation- like pilot testing and the outcomes and measures taken based on the outcomes

11.Results and discussions

- Remember how you present data and interpret it;
- The presentation of the results must be **clear and arranged in a logical order.**

Cont'd

- Better presenting your results **in tables and figures;**
- Don't forget to show the **source for the tables and figures;**
- The words in the body of the report accompanying each table or figure are to provide further **elaboration of the results.**
- Interpret the results in the **context of the Literature reviewed**
- Show how each research **question/hypothesis is addressed**

Cont'd

12. Conclusions and recommendations

- Note the **key points in the report;**
- Suggest possible future research directions
- Recommendations should be **based on what has been examined;**
- Recommendations should be something that can be implemented **without further research**

13. References

- Don't number the list
- Make sure you include all the sources cited in the text in the list of references

14. Appendix

- Put the data collection instruments in the appendix;
- Other things;

Rules of referencing & citation

The APA

1. Book(Single Author)

Title: Tax administration in Ethiopia

Author: Yoseph Adugna

Publisher: Mega Printing Press

Year: 2011 **City:** Addis Ababa **Edition:** 3rd

In-text citation	Corresponding Bibliography
Beginning of sentence-- -Yoseph(2011). End of sentence (Yoseph,2011)	Yoseph Adugna(2011), <i>Tax Administration in Ethiopia</i> ,3 rd ed. Mega Printing Press, Addis Ababa

Rules of referencing & citation

The APA

2. Book(Two Authors)

Title: Tax administration in Ethiopia

Author: Yoseph Adugna and Dechasa Dida

Publisher: Mega Printing Press

Year: 2011 **City:** Addis Ababa **Edition:** 3rd

In-text citation	Corresponding Bibliography
Beginning of sentence--- Yoseph & Dechasa(2011). End of sentence (Yoseph &Dechasa,2011)	Yoseph Adugna and Dechasa Dida(2011), <i>Tax Administration in Ethiopia</i> ,3 rd ed. Mega Printing Press, Addis Ababa

Rules of referencing & citation

The APA

3. Book(Four Authors)

Title: Tax administration in Ethiopia

Author: Yoseph Adugna, Dechasa Dida, Alem Adem, & Semu Teka

Publisher: Mega Printing Press

Year: 2011 **City:** Addis Ababa **Edition:** 3rd

In-text citation	Corresponding Bibliography
Beginning of sentence--- Yoseph et al(2011). End of sentence (Yoseph et al ,2011)	Yoseph Adugna, Dechasa Dida, Alem Adem,& Semu Teka(2011), <i>Tax Administration in Ethiopia</i> ,3 rd ed. Mega Printing Press, Addis Ababa

Rules of referencing & citation

The APA

4. Book section(Single Author)

Section/Chapter title: Administrative costs of VAT in Ethiopia

Book title: Tax administration in Ethiopia

Chapter author: Yoseph Adugna **Book author:** Degu Alem

Publisher: Mega Printing Press **Year:**2011

City: Addis Ababa **Edition:** 3rd **Pages:** 250-290

In-text citation	Corresponding Bibliography
Beginning of sentence--- Yoseph(2011). End of sentence (Yoseph,2011)	Yoseph Adugna(2011), Administrative costs of VAT in Ethiopia in Degu, <i>Tax Administration in Ethiopia</i> (250-290),3 rd ed. Mega Printing Press, Addis Ababa

Rules of referencing & citation

The APA

5. Journal article(Single Author)

Article title: Factors affecting Tax audit effectiveness in Ethiopia

Journal Name: Journal of taxation and public finance

Author: Yoseph Adugna **Year:**2011 **Pages:** 15-40

Volume: 4 **Issue:** 16

In-text citation	Corresponding Bibliography
Beginning of sentence--- Yoseph(2011). End of sentence (Yoseph,2011)	Yoseph Adugna(2011), Factors affecting Tax audit effectiveness in Ethiopia, <i>Journal of taxation and public finance</i> , 4(16),15-40.

Rules of referencing & citation

The APA

6. Article in periodicals

Article title: Tax and private investment in Ethiopia.

Periodical name: Quarterly tax review

Author: Yoseph Adugna **Year:**2011 **Date:** January 12

Pages: 15-25

In-text citation	Corresponding Bibliography
Beginning of sentence--- Yoseph(2011). End of sentence (Yoseph,2011)	Yoseph Adugna(2011,January 12), Tax and private investment in Ethiopia, <i>Quarterly tax review</i> , pp15-25.

Rules of referencing & citation

The APA

7. Conference Proceedings

Article title: Tax and private investment in Ethiopia.

Conference publication Name: Proceedings of the 10th annual conference on the Ethiopian Economy

Author: Yoseph Adugna **Year:**2011 **Pages:** 42-65

City: Addis Ababa **Publisher:** Ethiopian Economic Association

In-text citation	Corresponding Bibliography
Beginning of sentence--- Yoseph(2011). End of sentence (Yoseph,2011)	Yoseph Adugna. (2011). Tax administration in Ethiopia. <i>Proceedings of 10th annual conference on the Ethiopian economy</i> (pp. 42-65). Addis Ababa: EEA.

Rules of referencing & citation

The APA

8. Report

Title: National Bank of Ethiopia Annual report.

Author: National Bank of Ethiopia **Year:** 2011

Publisher: National Bank of Ethiopia

City: Addis Ababa

In-text citation	Corresponding Bibliography
Beginning of sentence--- NBE(2011). End of sentence (NBE,2011)	NBE. (2011). National Bank of Ethiopia Annual report. Addis Ababa: NBE.

Rules of referencing & citation

The APA

9. Website

Name of webpage: Tax administration in developing countries

Author: Yoseph Adugna

Name of website: Ethiopian Revenue and Customs Authority official website **Year:** 2011 **Month:** January **Day:** 24

Year Accessed: 2011 **Month Accessed:** September **Day Accessed:** 15

URL: <http://www.erca.gov.et>

In-text citation	Corresponding Bibliography
Beginning of sentence--- Yoseph(2011). End of sentence (Yoseph,2011)	Yoseph Adugna (2011, January 24). <i>Tax administration in developing countries</i> . Retrieved September 15, 2011, from Ethiopian Revenue and Customs Authority official website: http://www.erca.gov.et

Thank You for Your Attention