

Seminar Presentation

What is Seminar Presentation?

A “Seminar” is a meeting for discussion or training. In the academic sphere a seminar is a class at a university or a college where a small group of students and a teacher discuss a particular topic. Presentation is the way in which something is offered, shown or explained. A seminar is an informal talk about your findings or research. So a seminar presentation can be defined as a small group of persons in a class or in an organization assembled to have an exchange of views on a particular topic. The participants express their views on the given topic in an informal way. So a seminar is a very enlightening and effective information sharing process. Holding of a seminar is a teaching learning process.

Importance of seminars/Advantages of seminars

Seminars offer opportunities for fair and free discussion on a given topic. Participants express their views in a systematic and analytical way so that each aspect of the topic is thoroughly discussed. In the modern world characterized by fast industrial growth and sophistication in business management techniques ability to present your views is highly desirable and it is appreciated by business houses.

At the academic level seminars hone the presentation skills of the students as they learn and practice the basic techniques of presentation. Speaking well in a seminar improves your presentation skills to make you competent to face the challenges of leadership in an organization. Through training and practice you learn the skills of presenting your ideas logically and to report the results of your research, investigation or enquiry. By effective presentation you can convince your audience about the veracity of what you speak or plan to do. Through methodical training and practice you can learn how to make your presentation interesting, engaging and informative.

How can you make an effective presentation?

- 1) The most important thing is the preparation to be made about the seminar. You should have a good fundamental knowledge of the subject. It will enable you to

speak with confidence as well as to enable you to answer satisfactorily the questions put to you.

2) Write, plan and organize your material so that your presentation has a logical progression. A well-planned presentation has –

- i) Introduction of the topic,
- ii) Explanation of the subject matter,
- iii) Conclusion

Introduction of the topic is very important. It can arrest the attention of the audience. It becomes enthusiastic about your presentation. Before giving the introduction of the topic you may greet the audience and introduce yourself. You may start your presentation by asking a question. Suppose your topic is the importance of computers – you can ask “would you like to live in a world without computers?” or “Can you imagine today’s world without computers?”

The main body

After introducing the subject of the seminar you should elaborate the subject in a logical and coherent way. Your presentation must have-

- i) Clarify of expression
- ii) Accuracy of language and
- iii) Spontaneity of expression

Conclusion

In the concluding part you should give a summary of the whole presentation. You should give solutions of the problems discussed and suggestions, if any. Don’t forget to thank the audience for listening to your presentation attentively and with interest.

Some other important features of good seminar presentation

- i) The first thing the audience notices is the dress and appearance. It is said that dress proclaims the man. Dress yourself well for your seminar presentation. It does not mean that you should wear gaudy and expensive clothes. Your dress should be complete, simple and neat and clean. If you are wearing a shirt wear a neck-tie also. You should wear shoes and not chappals or sandals.
- ii) **Body language**
While presenting your seminar do not stand like a statue. Let your eyes and face also speak. You should express your ideas as much through your facial expressions as you do through your language.
- iii) Maintain your eye contact with your audience so that they feel they are getting due attention from you.
- iv) Do not make a speech but talk to your audience.
- v) **Remain Cheerful and positive**
Your cheerfulness and positive attitude will help you a lot. Cheerfulness is infectious. It moves from you to your audience. If you are cheerful your audience will never feel bored and your presentation will never be dull.
- vi) Speak at a very slow speed but loudly enough for your audience to listen to you.
- vii) English is a rhythm based language, Modulate your voice giving suitable pauses.

The above mentioned steps will help you to do well in seminars and group discussions,

Some topics for seminar presentation

- 1) Life without computers
- 2) Television – a blessing or a curse
- 3) How to obtain the whole-hearted co-operation of the work force?
- 4) The importance of discipline in business career.