Communicating by Seminar

Ross Welford P.Eng.

Chemical & Biological Engineering

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Outline

• Preparing

• Presenting

• Perfecting
Selecting the Topic

• Challenge
  – Too much information
  – Too little time

• Be Realistic

• Consider your Audience

Preparing the Seminar

• What do you want to achieve?

• What is your main message?

• What does your audience already know about your topic?
Preparing the Material

- Background
- Context
- Main Points
- Conclusions

Organizing Material

- Tell Us what is coming up
  - Introduction
  - Background
  - Context
- Tell Us
  - Main Points
  - Conclusions
- Tell Us what you told us
  - Summarize
Using Presentation Software

Easily seen in large rooms

Advantages
- Excellent for Visual Information
Variety

• Video / Audio / Simulations

Avoid Excessive Text

• Powerpoint is an impressive tool. With it, I can create amazing audio-visual experiences for my audience. I especially like to use it when I am not confident with my topic. Then, I can put the entire text of my speech on the screen. That makes it very easy for me to read my speech (without notes!). An added bonus is that when all my information is on the screen, nobody will be looking at me. Then I can look at the screen too and avoid making any connection with my audience. With visual technology being ever-present in society today, there is an expectation for people to want to be entertained. Powerpoint allows me to mimic a television in creating a lot of colour and variety. It also allows me to bring in pictures, video clips, and computer simulations that other people have done, thus reducing the amount of effort I need to put out. In the past, I have electronically scanned the speech that I intend to read and placed it on a Powerpoint slide. I have also noticed that I do not tend to get many questions when I use Powerpoint to its fullest. I find this is a win-win situation for me. It must be good for the audience also, because it seems that they usually leave my seminar appearing well rested.
# Sleeping vs Time

![Chart showing the number of sleeping bodies over time for different groups (Female, Male, Staff, Faculty, All).](chart1.png)

![Chart showing the number of sleeping bodies over time for different groups (Female, Male, Staff, Faculty, All).](chart2.png)
# Sleeping vs Time

**Staff**

**Faculty**

**All**

# Bodies vs Time (min)

Female

Male

All
# Sleeping vs Time

- Present with all your tools
  - Voice
  - Words
  - Actions
  - Props
  - Enthusiasm
  - Sincerity
Opportunities to Practice

• Within University
  – Communication Courses
  – Clubs
  – International Students Office
• Outside the University
  – Dale Carnegie
  – Christopher Leadership
  – Toastmasters

Perfecting through Feedback

• Evaluation of Speaker
  – Strengths and areas to improve

• Overall Goal
  – help the speaker
Can you Evaluate?

• Individual Opinion

• Your reaction
  – Saw
  – Heard
  – Felt

What do I evaluate?

• Basic Level
  – Presentation Mechanics

• Intermediate Level
  – Presentation Method

• Advanced Level
  – Achieving purpose

• Behaviours can change, people don’t.
A Good Evaluator is:

• Empathetic
• Constructive
• Balanced
  – Sandwich Approach
• Specific
• Honest

Overall

• Prepare to keep it simple

• Present it for your specific audience

• Perfect your skills with feedback