

# A Basic Reminder

## Seminar:

- | course of study pursued by a group of advanced students doing original research under a professor
- | A form of group activity in which one or more and perhaps all of the participants has to contribute something to the discussion, usually in the form of a prepared paper or talk
- | Belongs to public speaking

# Roles in a Seminar

- | Presenter
- | Moderator
- | Note-taker
- | Reviewer
- | Audience

All need to carry-out ethical speaking

# Guidelines for Ethical Speaking

- | Make sure your goals are ethically sound.
- | Be fully prepared for everything you say. For a presenter, it's from analyzing the audience to creating visual aids, organizing ideas to rehearsing delivery.
- | Be honest in what you say.
- | Avoid using abusive language

# Guidelines for Ethical Listening

- | Be courteous and attentive
- | Avoid prejudging the speaker
- | Maintain the free and open expression of ideas. This is an important ethical responsibility for speakers and listeners alike

# Paper Preparation

- | The introduction
- | The outline
- | The organization of the body
- | The conclusion

# Paper Presentation (1)

- | Using language accurately, clearly, vividly, appropriately (to the occasion, audience, topic)
- | Delivery
  - Method (reading, reciting, speaking impromptu)
  - Voice (volume, pitch, pauses, pronunciation)
  - Non-verbal communication (personal appearance, bodily action, facial expression, gesture, eye contact)
- | Using visual aids
  - Avoid using the chalkboard
  - Display visual aids where listeners can see and while discussing them
  - Talk to the audience, not to the visual aids
  - Explain visual aids clearly and concisely

## Paper Presentation (2)

- | Never begin with apology. If you did, you only showed your weaknesses or called the audience's attention to something they hadn't noticed.
- | Ignore if you have erred and no one noticed. Admit and correct it if it is pointed out.
- | If a VIP has comes, announce his presence, and go ahead. Never take it personally.
- | Throw in humor where it fits, but never contrive to use it.

# Plagiarism

## AVOID:

- | Global plagiarism: stealing a paper entirely from a single source and passing it off as one's own
- | Patchwork plagiarism: stealing ideas or language from two or three sources only
- | Incremental plagiarism: failing to give credit for particular parts of a paper that are borrowed from other people
- | Dropped & entitled no mark