

How to Write a Seminar Paper?

Seminar Course

Term: Summer 2020

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Outline of Seminar Paper

- Title
- Abstract
- Introduction
- Materials and Methods
- Results and Discussion
- Conclusions
- References

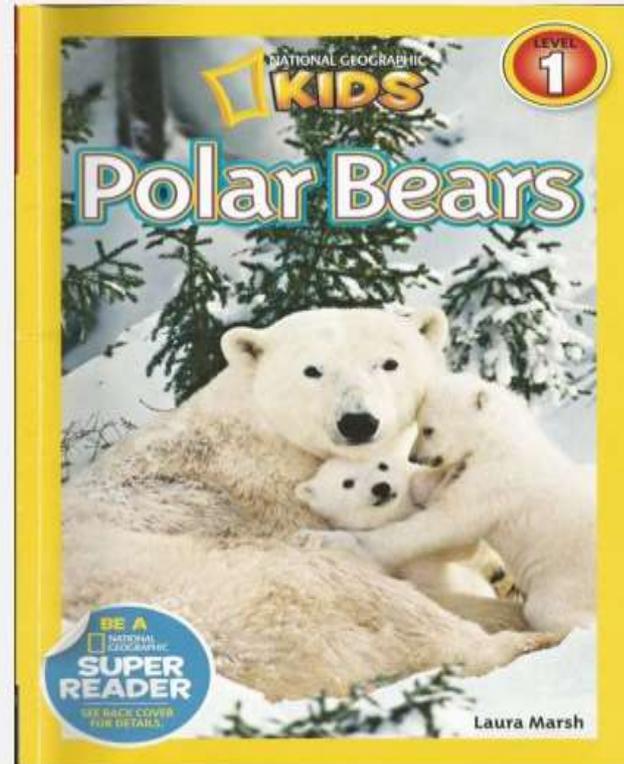
Title

A good title gives you a clue about the main topic of the text.

The title of this story is Polar Bears.

Is this a good title for this text? Why or why not?

What would be another good title?



- Select a tentative title first
- Read 5-10 articles relating to your title
- Finalize a meaningful & relevant title that interests you
- As short as possible

Introduction

- **General background**
 - Explain the topic
 - Introduce it to the readers
 - Provide an overall discussion on the topic
- **Rationale**
 - Narrow down the topic to problem areas
 - Explain why the study needs to be conducted
 - Benefits can be achieved from the study
 - Link problems to study questions, hypothesis and objectives

Materials and Methods

- Materials needed,
- Methods & tools to be used for conducting the study
- Data analysis

Results and Discussion

- Describe your results and state your findings
- Critical analysis and logical arguments of results and findings
- Critical analysis of secondary literatures and apply what seems useful to you
- Avoid plagiarisms

Use of Graphs and Tables

- Use Graphs & Tables rather than just texts
 - Data in graphs is easier to comprehend than raw data
 - Trends are easier to visualize in graph form
 - Cite graphs & tables in the text
- Always title your graphs and tables
- Graphs and Tables are self explanatory

Graphs - Good

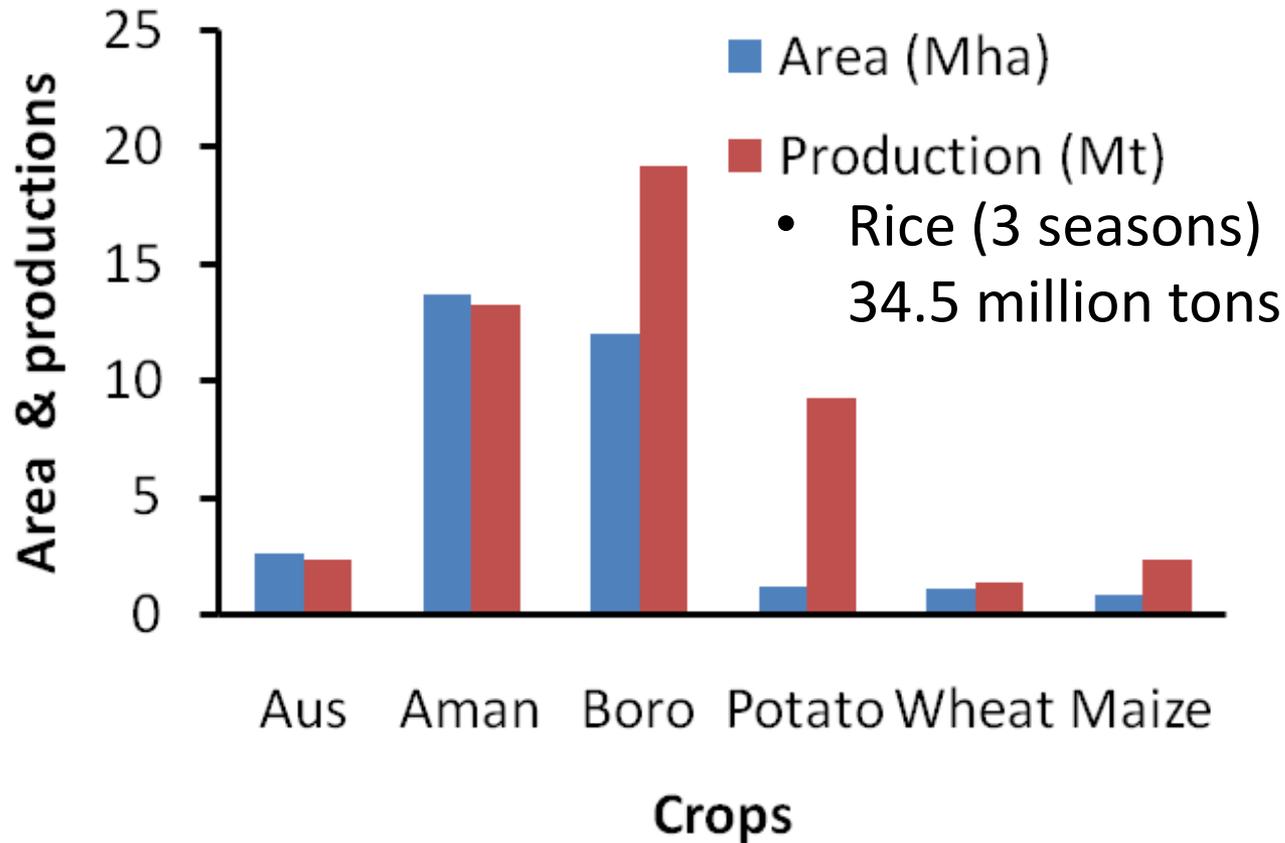


Fig. 1 Major Crop Statistics of Bangladesh (2014-15)

Source: BBS, 2015

Graphs - Good

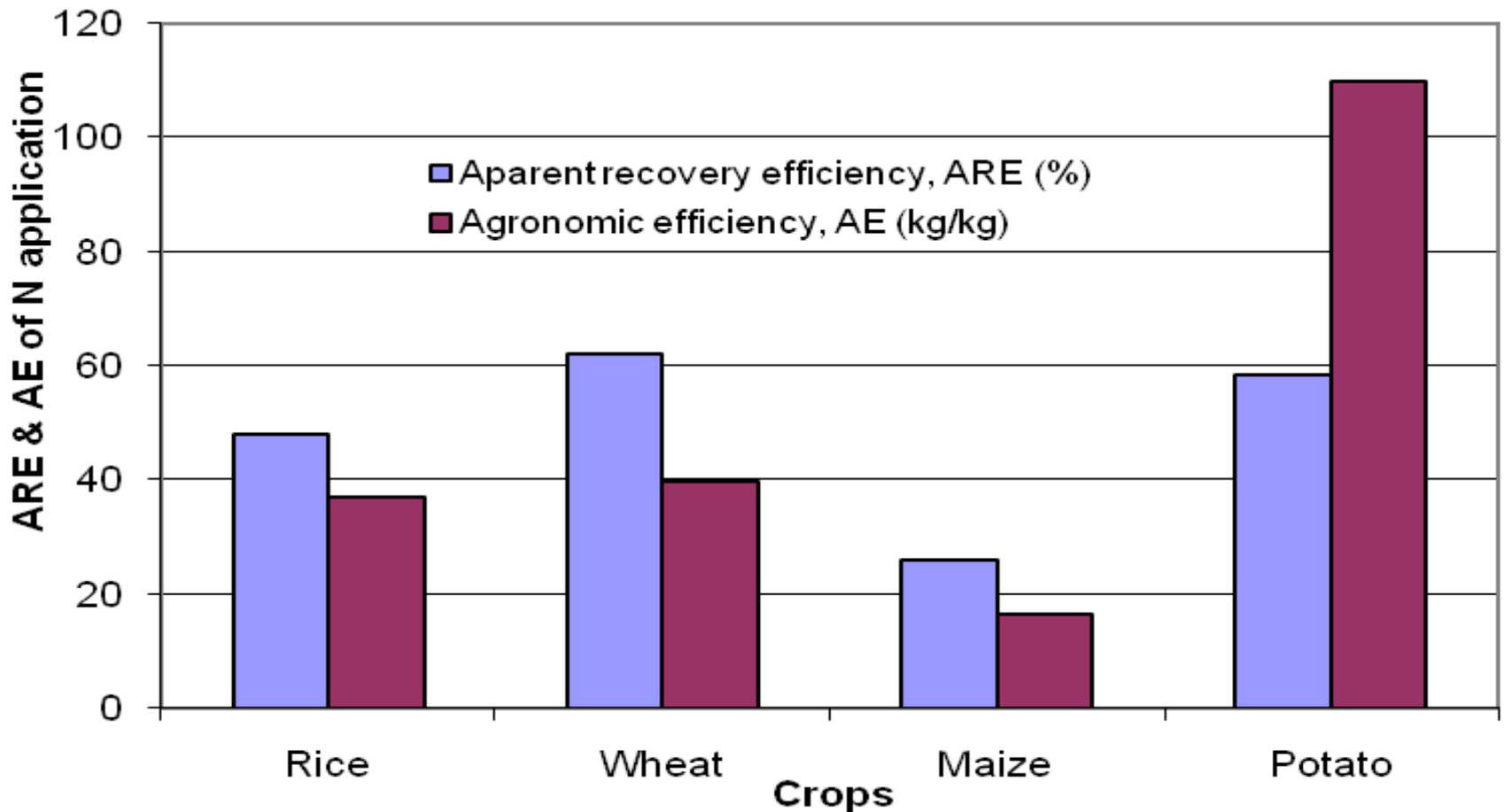
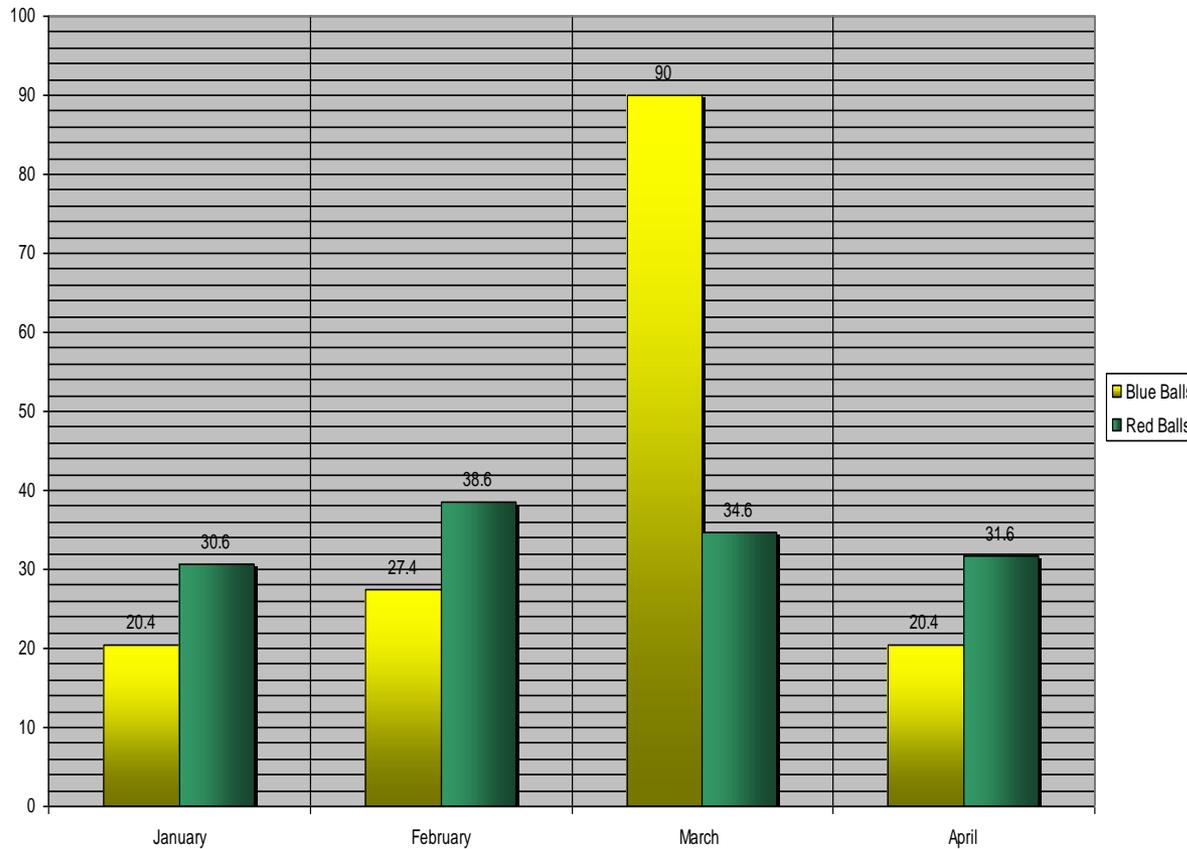


Fig. 2 Apparent recovery and agronomic efficiencies of Nitrogen in major crops of Bangladesh

Graphs - Bad



- Minor gridlines are unnecessary
- Font is too small
- Colors are illogical
- Title is missing
- Shading is disturbing

Use of Tables – Good Table

Table 1 Physical and chemical properties of organic materials used in the experiment

Organic materials	Properties of organic materials			
	Moisture (%)	Organic C (g kg⁻¹)	Total N (g kg⁻¹)	C:N ratio
Rice straw	8.54	362.0	4.4	82.27
Rice husk biochar	9.25	313.0	3.7	84.59
Vermicompost	17.64	121.5	9.8	12.39
Cow dung	13.76	137.5	12.2	11.27
Poultry manure	29.69	83.7	10.9	7.67

C = carbon, N = nitrogen

Use of Tables – Bad Table

Table 1 Physical and chemical properties of organic materials used in the experiment

Organic materials	Moisture	Organic C	Total N	C:N ratio
RS	8.54	362.0	4.4	82.27
RHB	9.25	313.0	3.7	84.59
VC	17.64	121.5	9.8	12.39
CD	13.76	137.5	12.2	11.27
PM	29.69	83.7	10.9	7.67

Checking Spelling and Grammar

- Proof your MS/slides for:
 - speling** mistakes
 - the use of **of** repeated words
 - grammatical errors you might have **make**

Conclusions and Recommendations

- Conclusions

- Key points of findings as per objectives
- No new arguments

- Recommendations

- New knowledge/technology for practice
- Future study

Abstract

- Topic and Problem/Rationale linked with objectives
- Materials and methods
- Summarized results and findings
- Recommendation
- Followed by 3-5 keywords

References

- A way of giving credit to others' work and research
- Mark the material when you use it in the text (citation) and provide details at the end (reference)
- Researchers are obliged to attribute every piece of material they use to its author

Bibliography and Reference

- Bibliography is a list of all sources consulted to write an article even all are not directly cited.
- Reference is a list of all sources that are cited in the text of an article

Why reference?

- Acknowledge sources of information & ideas
- Reader can locate for further information if required
- Validate arguments
- Increase and spread knowledge
- Show depth, breadth & quality of your reading!

When to cite?

- Direct quotes
- Statistics/Studies
- Theories
- Interpretations
- Paraphrases

When to Cite?

- Commonly known facts do not need a citation

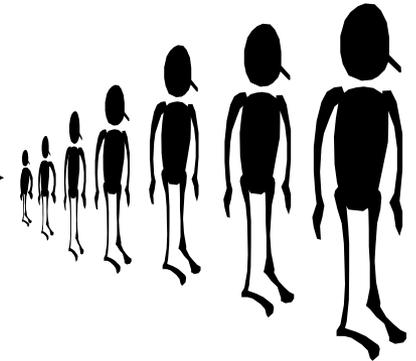
a) *The moon revolves around the earth.*



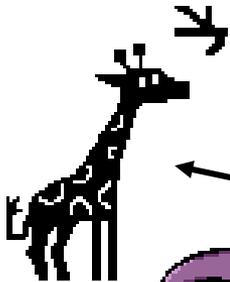
b) *Sydney is on the east coast of Australia.*



c) *Australia's population will double by 2030.*



d) *Food is necessary for survival.*



Beginning of writing reference

- **Start when search for sources**
 - record all the details
 - enable accurate referencing later
 - better to write reference instantly while you are citing

How to use Reference?

- **Three main approach**

1. Quoting: using the exact same words as the author says
2. Summarizing: writing in brief what the author says
3. Paraphrasing: using the ideas of an author, but not in exact words. However, the meaning should be the same

How to Cite a Quotation?

According to Palladino and Wade (2010), “a flexible mind is a healthy mind” (p. 147).

Palladino and Wade’s (2010) results indicate that “a flexible mind is a healthy mind” (p. 147).

It is reported that “a flexible mind is a healthy mind” (Palladino & Wade, 2010, p. 147).

Example of Paraphrasing

- **Original:** Use Paraphrasing Tool to paraphrase or rewrite full length essays and articles or to find new ways to express simple phrases, sentences or single words.
- **Paraphrased:** Use Paraphrasing Tool to summarize or revise full length expositions and articles or to discover better approaches to express basic expressions, sentences or single words.

Personal Communication

In text format:

According to S. Brown (personal communication, July 22, 2012), the statistics class is full.

The statistics class is full (S. Brown, personal communication, July 22, 2012).

Cite personal communications only in the text, not in the reference list

Styles of Referencing

❖ In-text referencing

- Harvard system (author date system)
- APA system
- MLA system

❖ Number-note referencing

- Oxford system
- Vancouver system
- Cambridge system

Different Styles of References

MLA	Rahman, Md Mizanur. "Carbon dioxide emission from soil." <i>Agricultural Research</i> 2.2 (2013): 132-139.
APA	Rahman, M. M. (2013). Carbon dioxide emission from soil. <i>Agricultural Research</i> , 2(2), 132-139.
Chicago	Rahman, Md Mizanur. "Carbon dioxide emission from soil." <i>Agricultural Research</i> 2, no. 2 (2013): 132-139.
Harvard	Rahman, M.M., 2013. Carbon dioxide emission from soil. <i>Agricultural Research</i> , 2(2), pp.132-139.
Vancouver	Rahman MM. Carbon dioxide emission from soil. <i>Agricultural Research</i> . 2013 Jun 1;2(2):132-9.

Different Styles of References

<p>MLA</p>	<p>Rahman, Fahmida, et al. "Effect of organic and inorganic fertilizers and rice straw on carbon sequestration and soil fertility under a rice–rice cropping pattern." <i>Carbon Management</i> 7.1-2 (2016): 41-53.</p>
<p>APA</p>	<p>Rahman, F., Rahman, M. M., Rahman, G. M., Saleque, M. A., Hossain, A. S., & Miah, M. G. (2016). Effect of organic and inorganic fertilizers and rice straw on carbon sequestration and soil fertility under a rice–rice cropping pattern. <i>Carbon Management</i>, 7(1-2), 41-53.</p>
<p>Chicago</p>	<p>Rahman, Fahmida, Md Mizanur Rahman, GKM Mustafizur Rahman, M. A. Saleque, ATM Sakhawat Hossain, and Md Giashuddin Miah. "Effect of organic and inorganic fertilizers and rice straw on carbon sequestration and soil fertility under a rice–rice cropping pattern." <i>Carbon Management</i> 7, no. 1-2 (2016): 41-53.</p>
<p>Harvard</p>	<p>Rahman, F., Rahman, M.M., Rahman, G.M., Saleque, M.A., Hossain, A.S. and Miah, M.G., 2016. Effect of organic and inorganic fertilizers and rice straw on carbon sequestration and soil fertility under a rice–rice cropping pattern. <i>Carbon Management</i>, 7(1-2), pp.41-53.</p>
<p>Vancouver</p>	<p>Rahman F, Rahman MM, Rahman GM, Saleque MA, Hossain AS, Miah MG. Effect of organic and inorganic fertilizers and rice straw on carbon sequestration and soil fertility under a rice–rice cropping pattern. <i>Carbon Management</i>. 2016 Mar 3;7(1-2):41-53.</p>

WRITING STYLE

- Avoid writing in first-person. APA style papers should be written in third-person.
 - Avoid: I studied the effect of...
 - Allowed: We studied the effect of...
 - Preferred: Respondents indicated their preference for...
- Be concise and clear
 - Avoid vague statements
 - Present information clearly
 - Eliminate unnecessary words
- Style matters
 - Avoid poetic or flowery language

Questions???

Role of different Players in a Seminar

- Session Chair,
- Speaker,
- Critique, and
- Audience

The Role of the Chairperson

The Chairperson is the

LINK

between the
Speaker



and the
Audience

Attributes of a Chairperson

- Leadership qualities
- Good communicator
- Unbiased and impartial
- Able to create positive environment
- Possess in depth knowledge on the topic

Four Major Role of the Chairperson

1. Introduce the session, Speaker and Critique,
2. Keep the session to time,
3. Ensure a decent Q & A session, and
4. Provide concluding comments.



Role of the Presenter

The Speaker Acts:

- Communicator
- Motivator

The speaker needs to:

- establish a rapport with audience
- catch the audience's attention
- keep the audience alert and interested

Speaker needs to Consider the Audience

- Make presentation relevant to audience
- Think about following questions
 - Who am I addressing?
 - What do I have to say?
 - What do I want my audience to know?
 - What would my audience want to know?

What do listeners want from a talk?

CONTENT

Conveys new information
Create interest
Novel discovery

CLARITY AND ORGANIZATION

Understandable
Uses clear & simple visual aids
Well organized

STYLE AND DELIVERY

Keeps audience awake
Conveys enthusiasm
Friendly and approachable

EXPERTISE

Credible
Inspires trust and confidence
Answers questions clearly

How To Speak While Presenting

- Take a deep breath before you start.
- Speak slowly and clearly.
- Take a breath before you move to next slide.
- Try not to say so, ummm or other time fillers too much.
- Try standing squarely on both feet – maintain a good posture.

What not to do during presentation

- Stand on one leg
- Hit yourself or a table
- Play with your pen
- Turn your back on the audience
- Put your hands in your pockets
- Cross your arms

Deficits of Making a Good Presentation

- Failure of selection of time demanding topic
- Absence in seminar paper preparatory class
- Do not follow instructors' guidelines
- Deviation from the allotted length of the talk
- Severe problems with organization of slides
- Severe language problems

How to give concluding comments in a seminar?

- Wrap it all up
- Provide conclusions as per objectives
- Emphasize the take home message
- Thanks the audience
- Invite questions

Role of the Critique

- Identify strengths and weaknesses of the paper as well as the speaker,
- Briefly summarize the paper's main message and its contribution.
- Identify questions and areas for further development,
- Do not show how smart you are by making irreverent or non-constructive critical comments.

Role of Audience

- Listen politely and attentively
- Make occasional eye contact with speaker
- Avoid side talking
- Take notes on ambiguous facts
- Control negative facial expressions
- Do not show bored body language

Role of Audience

- Do not put your head down on the desk
- Do not sleep
- Control the impulse to constantly check watch
- Participate in Q & A session posing a question
- Be attentive throughout the Q & A
- Remain seated until the speaker is finished

Students' Action from now

- Title submission: on or before June 10 (e-mail with a copy to Major Professor)
- Paper Length: 20 ± 2
- Paper submission: at least 2 days before presentation
- Presentation time: 20 mins
- Critique: 3 mins
- Chairperson: concluding remarks 2 mins



Thank you all

YOUR DATE

CONFERENCE
YOUR TIME

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