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# Guidelines for seminar paper writing and presentation in industrial technical education

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## Article Info

## Abstract

This paper provides guidelines for successful seminar paper writing and presentation in industrial technical education. The paper aims to provide a comprehensive guide for students and instructors in industrial technical education departments on how to write and present effective seminar papers. Scholars are encouraged to create a thesis or research topic that will provide the framework for writing and presenting the seminar paper. Once the topic is chosen, the student should then develop an outline of the seminar paper. This outline should contain the main sections of the paper, such as the introduction, main body, and conclusion. It is important to adhere to the paper structure when writing the paper to ensure the paper is organized and coherent. When writing the paper, students are encouraged to use various sources for citations. This includes books, journal articles, and internet sources. Students should also provide in-text citations and a reference list as part of their paper. They should also adhere to the correct citation style to ensure that the paper meets the academic requirements. When presenting the paper, a well-prepared presentation is essential. Presenters should take time to rehearse their presentation to ensure that they are comfortable and confident in their delivery. Additionally, presenters should practice using visual aids such as figures, photographs, and diagrams to help explain the content of the seminar paper. Finally, students and instructors should thoroughly review the paper before submitting or presenting it. This is an important step to identify any errors or inconsistencies in the paper. Doing so will help ensure that the paper meets the highest standards of academic writing and presentation. The paper provides comprehensive guidelines for successful seminar paper writing and presentation in industrial technical education departments. With these guidelines, students and instructors can be confident that their papers will be of the highest quality.

**Keywords:** Guidelines, Seminar Paper, Industrial Technical Education

## Introduction

Seminar is regarded as an organised class in which a group of like-minds meets to study or talk about researchable topics within the same area of specialisation. It is also a forum where people from the same area of specialisation come together to rub their minds or discuss a given problem in an attempt to find a solution to such a problem. Brainstorming sessions are organised within a given seminar whereby people come together to analyse and synthesize ideas that are collated to help in solving a given problem. A communiqué is usually issued at the end of such a seminar. Some of the characteristics of a given seminar topic are: A seminar topic must be ambiguously free, it must be short, precise, and researchable. It should not be a topic that is dry of ideas. It should not be a single variable topic that could not be linked to other variables that could make the topic a researchable one. For example, examine a single variable topic such as: "Appraisal of wood" as a source of energy for National development.

A single variable topic such as the one given above expects the appraisal of wood to be dwelt upon, but could not be linked to any other variable that could make the topic a researchable one. A researchable topic must have at least two variables to make it a complete researchable one. For example, the topic given above could be a researchable one by adding one variable to it, hence............. "Appraisal of wood as a source of energy for national development".

With the addition of the second variable as a source of energy for national development.................... The topic is no more a phrase but it has become a meaningful, complete, and researchable topic.

## Hints on Delivery Seminar Paper
- Develop the skill of talking to the paper: Do not read directly from the paper. Instead, jot down salient or cogent points and make use of this as you proceed in the process of delivering the paper. Face the audience and raise your eyes a few millimeters above them.
- Be sequential: make sure the paper is delivered following the correct principle of simple to complex.
- The introductory aspect: It is necessary to introduce the topic in a way that will arrest the attention of the audience. The essence of this is to prepare the minds of the audience for the main body of the paper.
- Possess good knowledge of the subject matter: A poor presentation is often facilitated by the presenter not possessing good knowledge of what he/she is to deliver. Try to master your topic.
- Stability: A presenter must be emotionally stable and avoid being yelled at by the audience.
- Ability to communicate well: A good presentation is enhanced by the ability of the presenter to speak clearly with correct tenses. Ideas are well understood and comprehended when they flow out from an unambiguous mind.
- Need for display of confidence: A presenter must display a high degree of confidence. Be in a corporate dress and be comported.
- Note all questions and answer them one after the other, pay attention to the audience when the need arises, and accept any fault or corrections from them because two good heads are better than one.

## The Cover Page
The paper is to be typed out, and double-spaced on a quarto-size paper. The cover - page is to bear the name of the institution, the title of the paper, the course code, the name of the presenter, and the matriculation number of the student with the date and year of the publication at the lower bottom of the paper.

## The Content Page
The content page carries the title and page number in which the headlines and sub-headings appear. This will enable one to know the actual pages in the body of the seminar paper.

## Abstract
The abstract is the pre-summary of the whole work. The essence of this is to give the reader an insight into the content of the work without reading the whole work, that is, it is a summary or short account of the chief points of the paper that gives the reader an insight into what the paper is all about: (do not indent).

On the first line of the abstract page, center the word "Abstract" (no bold, italics, underlining, formatting, or quotation marks). Your abstract should contain at least your research topic, research questions if any, participants, methods, results, data analysis, and Conclusion.

This is given in condensed and unambiguous statements and should be between 150 and 250 words. Abstracts are written without paragraphs, and on one separate page, the page following the content page, and before the introduction. List your keywords from your text and type keywords: (italicized) and then list your keywords. The purpose of keywords is to help researchers find work in a database.

## Introduction
An introduction serves as an eye-opener to the paper presenter and the audience. It is essentially aimed at highlighting major issues that are to come later in the text. It arouses interest and excites the curiosity of the audience. In most cases, depending on the discipline in which the paper is presented, the introduction shall contain among other things the purpose of the paper, the justification for the topic, the scope of the research, the results of which are contained in the main paper. Statements in the introduction should as much as possible be avoided. The introduction could also include the objective of the write-up which should also be precisely spelled out. This is necessary for the paper to have a focus.

## The main body of the paper to be presented:
This part contains the main work of the paper and is usually the longest as such. The presenter should provide the audience with the necessary headings and sub-headings. The presenter is expected to do a thorough job hereby mastering the subject matter in and out. At the end of the presentation, the audience must have acquired new skills and ideas that can be relevant in their future endeavours.

## List of References
A list of references is a complete list of sources used in the preparation of the work. The references show other people's work that had been consulted so that the work can be scholarly established and accepted. It equally shows where one obtains information used for the work. The reference listed should appear at the end of your paper. It provides all the information necessary for a reader to locate and retrieve any source cited in the body of the paper. Each source cited in the paper must appear in the reference list; likewise, each entry in the reference list must be cited in the texts. The reference indicates the name of the authors, the year of publication in a bracket, the title of the book or journal from where the information is obtained, publishers, where published, and the page. References should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do not bold, underline; or use quotation marks for the title).

Reference is a list of written sources consulted during research. This may not necessarily include all materials examined, instead, it includes all those that were found relevant. References should be arranged in alphabetical order with the surname of the author appearing first.

## Reference Style
Some of the styles that are commonly used in education and the allied disciplines are:

a. American Psychological Association (A.P.A)
b. Modern Language Association of America (M.L.A)
c. National Educational Association of the United States (N.E.A)
d. Turabian, Kate L.
e. Hubbel, George S.
f. Ballon Stephen V.
g. IEEE
h. Vancouver
i. Chicago
j. Nature
k. Harvard

It must be noted that the A.P.A reference format appears to be the most extensively used reference in behavioural sciences among other reference styles listed above. Below are samples as a guide.
Journal Article:
Single Author;
Last name first, followed by author's initials
Titilayo, H.A (2007). Technical Education and the quest for quality. Current issues In education, 12, 8-11

**Two Authors**
List by their names and initials. Use the ampersand instead of "and" E.g. Dahunsi, J.O, and Rotimi, R.S (1983). Technical Education and the Economy: Journal of Research in Vocational and Technical Education, 44; 71-75

**More than two Authors**
List by last names and initials, commas separate author names, while the last author name is preceded again by ampersand.
Osoro, T.O; Titilayo, O.O, Modupe, T.U, Lara, S.K; Temitope, R.K and Yemi, B.S. (2000). Teenagers Attitude to life: The need for change. Journal of Personality and Social Psychology, 44, 109
Odeyemi, E.O (2007). Career opportunities in Technical and Vocational Education in Nigeria. Journal of Research in Vocational and Technical Education. 3(1).1, 96-104.

**Text Book-Sole Author**
Fadoju, J.K (2009). Fundamental of Wood Technology. Battays Educational Publishers Ltd: Ado-Ekiti: 70

**Thesis / Project**
Oluwatuyi, B.O (2001). Strength and Dimensional properties of Cement Bonded Wastepaper and Sawdust Composite Boards. Unpublished M. Tech. thesis, Federal University of Technology, Akure.

**Newspaper**
Obasanya, P.T (2013). Education as a catalyst for Nigeria's development (1). The Guardian. Thursday, March 21st, pg. 16.
In the references, note that the titles of textbooks, names of journals, and newspapers are to be underlined. Do not underline unpublished thesis titles or unpublished conference papers. Seminar work is a set of tasks for a class of students of higher institutions of learning in which for a given period, subjects are taught with special reference to some chosen topics in their various disciplines, and students are encouraged to make independent inquiries to supplement formal teaching. Seminar writing is not just for the sake of writing; but for the student to contribute to knowledge or examine critically the existing knowledge or inventions and see to what extent he/she can improve on them for the benefit of mankind. This information is also relevant in project writing. In the world today, the development of furniture started from the age of the carpenter (Medieval - Tudor Jacobean) that was when life was nasty, brutal, and unpleasant as shown in the stories of Charles Dickens. The next stage was the age of the cabinet maker (William and Mary-Queen Anne). This was when village life began to fall into decay gradually before people entered into the age of the designer (Georgian - Chippendale - Adam - Hepplewhite - Sheraton - Empire). Now, we are in the age of the machine where first-class furniture items are produced for human comfort.

The flying of airplanes also started from research work carried out through the observation of flying birds to the flying of kites and human beings such as Icarus and Daedalus down to modern F-15s, F-16S, and space rockets. Also, in the world of politics and law; modern law derives from research work on "jungle law" in the Hobbesian state of nature down to the organisation of law and order in Rousseau's time and the days of the Greek city-states down to the present national and international law. All these researches were carried out not for their sake, but for the benefit of mankind,
It is necessary to note that it is not expected of any writer to copy another man's work word for word; and then claim to be the owner of the work so copied. Doing so is tantamount to academic fraud usually called plagiarisation for which one will dearly pay. Plagiarism, copying people's work does not in any way contribute to knowledge and the consequent improvement or the development of society for the benefit of mankind. Plagiarism is a very serious offense in a seminar or project writing and students should desist from such practice(s). Instead, students should always bear in mind that education is not only a transfer of knowledge but it is a system whereby having acquired the necessary knowledge, one has to apply one's theoretical knowledge to practical problems.
Where one cannot do that, then, the essence of education has been defeated. Most researchers certainly try not to plagiarise. However, it is not always easy because people often consult a variety of sources of information for their research and end up mixing them with their background knowledge. The Indiana University website provides the following advice to avoid plagiarism. A researcher preparing a written manuscript should cite the source if he or she:
▪ "Quotes another person's actual words either oral or written;
▪ Paraphrases another person's words either oral or written;
▪ Uses another person's idea, opinion theory; or
▪ Borrows facts, statistics, data, or other illustrative material, unless the information is common knowledge".

Credits should be given to the original owner of the work by referring to such an article in the work e.g. "In the quest for definition", Okolie et al., (2020) [11] defined guidance services as those services that are designed to help the school adjust to the pupil and to help the pupil to make adjustments to the school and life (Erol, Schumacher, & Sihn, 2016; Okolie et al., 2020) [5, 11]. the problems hindering the effective performance of technical education are numerous, chiefly among them is the misconception of its concept while the general mentality is that, it is inferior to general education

(Khuzainey, Zulkifli, Sattar Rasul, & Pang, 2020; Olojuolawe, Btmohd, & Fadila, 2019; Parts, Teichmann, & Rüütmann, 2013; Samuel, Ofem Igot Bassey, & O., 2012) [9, 14, 15, 18]. Satisfaction on the job can arise as a result of the absence of criticism and supervision of the worker (Diaconescu, 1996; Garavan, Morley, Gunnigle, & Collins, 2001; Haddoud, Onjewu, Nowinski, & Alammari, 2022; Tage, 2012) [4, 6, 8]. Articles cited in the paper must be referenced. In other words, the references at the end of the paper should also be the ones that had been sighted inside the paper.

Finally, the typing and spiral binding; should be neatly done. This is so because it would not be good to discover that there are a lot of typographical errors after binding or to discover that the binding itself was not properly done. These involve investigation to acquire reliable information. The presentation of this information should be formal. This automatically distinguishes it from other forms of writing.

## Seminar Ethics

Ethics is the norms for conduct that distinguish acceptable and unacceptable behaviour. The specialised discipline that studies these norms from the perspectives of a seminar is termed seminar ethics (Akuegwu, Nwi-ue, & Polytechnic, 2018; Calwell & Meister, 2013; Creswell John, 2014; Given, 2012; Lai, Hamisu, & Salleh, 2019; Okolo, Sciences, & 2011, 2011; Oladunni, 1995; Pellissier, 2010; Resnik, 2015) [1, 2, 3, 7, 10, 12, 13, 16, 17] Seminar ethics provide guidelines for the good presentation of the seminar. Seminar ethics educates and monitors seminar presenters to ensure high acceptable standards. All seminar presenters should be familiar with the basic ethical principles and have up-to-date knowledge about policies and procedures designed to ensure a good seminar presentation. In all areas of the seminar, from the seminar topic to when the paper is submitted for vetting until the final presentation have to be upstanding to be considered ethical but when one part of the seminar is questionable, conducted, or presented unethically, the integrity of the entire seminar is low even to the presenter and the audience.

Technical education is science-based, therefore there are seminar principles to be followed to ensure that an acceptable seminar presentation is achieved and they are:

- **Honesty:** Data, results, methods and procedures and publication status must be honestly reported. Do not fabricate data by deceiving fellow students and other senior academic colleagues
- **Integrity:** Act with sincerity of purpose and strive for consistency of thought and action. Do not copy and present another man's works, as if you are the original.
- **Comportment:** carefully go over and over your work. Master your work before the date of presentation because others around you may likely have an idea of your work more than you think.
- **Respect intellectual property:** Never use publisher data, methods, or results without permission. Reference others where reference is due. Avoid plagiarism.
- **Be responsible:** Never publish in other to advance your career only but to advance research and contribute significantly to knowledge mainly in your area of specialization and to other related disciplines.

## Unethical practices in seminar presentation
- Presenting already published article.
- Conducting a review of literature without

acknowledging the contributions of other people in your field.
- Lecturers/supervisors giving the same seminar topic to two undergraduate and postgraduate students to ascertain the best out of them is unacceptable.
- In the review of the author's submission, derogatory comments and personal attacks must be avoided.
- Promising a student a better grade in exchange for money or sexual satisfaction is barbaric, inhuman, and unacceptable.

## Seminar Rating

| | | |
|---|---|---|
| A. | Presentation | 20marks |
| B. | Comportment/Confidence | 10 marks |
| C. | Mode of Dressing | 10 marks |
| D. | Paper Content | 50 marks |
| E. | Summary | 10 marks |
| | **Total** | **100 marks** |

## Conclusion and Recommendation

Seminars as one of the core courses and a requirement for the award of degrees in all fields and should not be handled with levity as they assist students to perform well, especially at the postgraduate levels. This is because seminar presentation, end of the project/ thesis seminar, and final project/ thesis defense are oral examinations which the author of this paper believes to be tough compared with a a written examination. A successful seminar presenter with a high grade can stand before any crowd to express his/her views without molestation. Young lecturers, students, and other seminar presenters will perform credibility well if they adhere strictly to the advice and instructions highlighted in this paper, moreover, they must move closer to other experienced senior academic colleagues for more information as regards seminar paper writing and presentation in industrial technical education. Undergraduates and postgraduate students are expected to perform well in the presentation of their seminar papers. Seminar presentation is an interesting course among other core courses at higher institutions of learning across the globe. Seminar presenters should choose a topic that is researchable with at least two variables. A seminar topic must be short, precise, and ambiguously free. A maximum of two students is assigned to a supervisor to ensure thorough supervision. All supervisors to students must be present at the venue of the seminar to assist their candidates and contribute their quotas during questioning and brainstorming sessions. Orientation on how seminar papers can be prepared and presented be organised for the concerned students by the most senior academic colleagues in the department.

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