

รายวิชา สัมมนาภาษาอังกฤษ
(SEMINAR IN ENGLISH)
(302 425)



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คณะมนุษยศาสตร์ สาขาวิชาภาษาอังกฤษ

มหาวิทยาลัยมหาจุฬาลงกรณราชวิทยาลัย วิทยาเขตนครราชสีมา



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- ▶ ภูมิลำเนาเกิด - จังหวัดนครราชสีมา
- ▶ วุฒิการศึกษา - น.ช.เอก, ป.ช. 4, ปว.ค.(วิชาชีพครู), Diploma in Teaching English, พธ.บ.(ภาษาอังกฤษ), M.A. (Linguistics), Ph.D.(Cultural Sciences)
- ▶ ประสบการณ์สอน - สอนหนังสือเกี่ยวข้องกับภาษาอังกฤษตั้งแต่ปีพ.ศ. 2533 จนถึงปัจจุบัน อาจารย์ประจำหลักสูตรศิลปศาสตรบัณฑิต สาขาวิชาภาษาอังกฤษ คณะมนุษยศาสตร์ มจร วิทยาเขตนครราชสีมา
- ▶ ประสบการณ์ศึกษาดูงาน - ประเทศลาว, กัมพูชา, เวียดนาม, จีน, มาเลเซีย, พม่า และ ประเทศอินเดีย
- ▶ ประสบการณ์การเป็นอาจารย์ที่ปรึกษาระดับบัณฑิตศึกษา – ตั้งแต่ ปี พ.ศ. 2549 จนถึงปัจจุบันของศูนย์บัณฑิต วิทยาเขตนครราชสีมา
- ▶ ตำแหน่งวิชาการปัจจุบัน – รองศาสตราจารย์ สาขาวิชาภาษาอังกฤษ
- ▶ ตำแหน่งบริหาร – ประธานหลักสูตรศิลปศาสตรบัณฑิต สาขาวิชาภาษาอังกฤษ ปี พ.ศ. 2565-ปัจจุบัน
- ▶ ติดตามผลงานได้ที่ – ช่อง Youtube : Surapong Kongsat



แนะนำผู้สอน.....INTRODUCTION TO TEACHER

- ▶ รหัสและชื่อรายวิชา : ๓๐๒ ๔๒๕ สัมมนาภาษาอังกฤษ (Seminar in English)
- ▶ จำนวนหน่วยกิต : ๓ หน่วยกิต (๓-๓-๖)
- ▶ จุดมุ่งหมายของรายวิชา : เพื่อให้บัณฑิตได้ศึกษา แนวคิด รูปแบบ กระบวนการ และวิธีการสัมมนา การฝึกอบรมทางพระพุทธศาสนา และการจัดการความรู้ในมิติต่างๆ โดยผ่านการสัมมนาเชิงปฏิบัติการ
- ▶ วัตถุประสงค์ในการการพัฒนา/ปรับปรุงรายวิชา :
 - ▶ ๑) เพื่อให้บัณฑิตได้มีการจัดการความรู้ การสัมมนาทางพระพุทธศาสนา ตามขั้นตอนและกระบวนการสัมมนา ซึ่งจะทำให้นักศึกษามีฐานความรู้ในการจัดการความรู้/ข้อมูล และการวิเคราะห์ประเด็นทางพระพุทธศาสนา
 - ▶ ๒) เพื่อพัฒนาและส่งเสริมทักษะการจัดการประชุมสัมมนา การศึกษาอิสระ ที่เน้นการค้นหาข้อมูลจากสภาพการณ์/บริบททางพระพุทธศาสนา
 - ▶ ๓) เพื่อพัฒนาระบบการเรียนการสอนผ่านการสัมมนาในรูปแบบต่างๆ
- ▶ คำอธิบายรายวิชา :
 - ▶ ศึกษาแนวคิด รูปแบบ วิธีการและดำเนินการสัมมนาปัญหาเกี่ยวกับพระพุทธศาสนาในประเด็นต่าง ๆ โดยเสนอผลงานการค้นคว้าและรายงานประกอบการสัมมนา



แนะนำรายวิชา.....INTRODUCTION TO SUBJECT

- ▶ การพัฒนาการเรียนรู้ของนักศึกษา
- ▶ ๑. คุณธรรม จริยธรรม
- ▶ ๑.มีวินัยและความรับผิดชอบ
- ▶ ๒.มีน้ำใจและจิตอาสา
- ▶ ๓.เคารพสิทธิ ศักดิ์ศรีความเป็นมนุษย์และรับฟังความคิดเห็นของผู้อื่น
- ▶ ๔.มีความซื่อสัตย์ กตัญญู
- ▶ ๕.ประพฤติตนเป็นแบบอย่างที่ดีต่อสังคม ชาติ ศาสนา



แนะนำรายวิชา.....INTRODUCTION TO SUBJECT

▶ ๒. ความรู้

- ▶ ๑.มีความรู้ ความเข้าใจหลักการทฤษฎีและเนื้อหาภาษาอังกฤษ
- ▶ ๒.ใช้ความรู้มาอธิบายปรากฏการณ์ที่เกิดขึ้นได้อย่างมีเหตุผล
- ▶ ๓.สามารถนำความรู้มาปรับใช้ในการดำเนินชีวิตได้
- ▶ ๔.มีความรู้เท่าทันการเปลี่ยนแปลงวิทยาการใหม่ทางด้านภาษาอังกฤษ
- ▶ ๕.รู้จักแสวงหาความรู้และบูรณาการความรู้ภาษาอังกฤษกับความรู้ในศาสตร์อื่นๆที่เกี่ยวข้อง



แนะนำรายวิชา.....INTRODUCTION TO SUBJECT

- ▶ **๓. ทักษะทางปัญญา**
- ▶ ๑.สามารถสืบค้นหาข้อมูล วิเคราะห์ ทำความเข้าใจอย่างเป็นระบบ
- ▶ ๒.สามารถคิดวิเคราะห์และสังเคราะห์อย่างระบบและมีเหตุผล
- ▶ ๓.สามารถประยุกต์ความรู้และทักษะเพื่อแก้ปัญหาได้อย่างสร้างสรรค์



แนะนำรายวิชา.....**INTRODUCTION TO SUBJECT**

- ▶ ๔. ทักษะความสัมพันธ์ระหว่างบุคคลและความรับผิดชอบ
- ▶ ๑. รับผิดชอบต่อตนเองและสังคม
- ▶ ๒. เป็นสมาชิกที่ดีของกลุ่มทั้งในฐานะผู้นำและผู้ตาม
- ▶ ๓. มีมนุษยสัมพันธ์ รู้จักควบคุมอารมณ์ และยอมรับความแตกต่างระหว่างบุคคล
- ▶ ๔. สามารถทำงานเป็นทีม



แนะนำรายวิชา.....**INTRODUCTION TO SUBJECT**

- ▶ ๕. ทักษะการวิเคราะห์เชิงตัวเลข การสื่อสาร และ การใช้เทคโนโลยีสารสนเทศ
- ▶ ๑. มีทักษะในการใช้ภาษาอังกฤษเพื่อการสื่อสาร
- ▶ ๒. มีทักษะในการใช้เทคโนโลยีสารสนเทศเพื่อการสื่อสารและคิดค้น
- ▶ ๓. มีทักษะในการคิดวิเคราะห์เชิงตัวเลข



แนะนำรายวิชา.....INTRODUCTION TO SUBJECT

- ▶ แผนการสอนและการประเมินผล
- ▶ What is Seminar?
- ▶ What is meaning and important of Seminar?
- ▶ Why do you learn Seminar?
- ▶ How many types of Seminar?
- ▶ What is the process of Seminar?
- ▶ What is the components of Seminar?
- ▶ How to do Seminar?
- ▶ Simple of Seminar
- ▶ Test and Examination



แนะนำรายวิชา.....**INTRODUCTION TO SUBJECT**

- ▶ **ทรัพยากรประกอบการเรียนการสอน**
- ▶ <http://www.google.co.th/> แล้วคลิกไปที่เว็บต่างๆ เช่น wikipedia เป็นต้น
- ▶ เว็บไซต์ ที่เกี่ยวกับหัวข้อในประมวลรายวิชา เช่น wikipedia คำอธิบายศัพท์
- ▶ เว็บไซต์เกี่ยวกับการสัมมนา และการจัดการความรู้
- ▶ สมภาร พรหมทา. พุทธปรัชญา : มนุษย์ สังคม และปัญหาจริยธรรม. กรุงเทพมหานคร : โครงการตำราคณะอักษรศาสตร์ จุฬาลงกรณ์ มหาวิทยาลัย, ๒๕๔๒.
- ▶ พวงรัตน์ ทวีรัตน์. การวิจัยทางพฤติกรรมศาสตร์และสังคมศาสตร์. กรุงเทพมหานคร : มหาวิทยาลัยศรีนครินทรวิโรฒ, ๒๕๔๓.



แนะนำรายวิชา.....**INTRODUCTION TO SUBJECT**

- ▶ **การประเมินและปรับปรุงการดำเนินการของรายวิชา**
- ▶ การประเมินประสิทธิผลในรายวิชานี้ ที่จัดทำโดยนิสิต ได้จัดกิจกรรมในการนำแนวคิดและความเห็นจากนักศึกษาได้ดังนี้
- ▶ การสนทนากลุ่มระหว่างผู้สอน ผู้เรียน ผู้เข้าร่วมสัมมนา
- ▶ การสังเกตการณ์จากพฤติกรรมของผู้เรียน และการจัดการประชุมสัมมนา
- ▶ แบบประเมินผู้สอน และแบบประเมินรายวิชา
- ▶ ข้อเสนอแนะผ่านทางอีเมลที่อาจารย์ผู้สอนได้จัดทำเป็นช่องทางการสื่อสารกับนักศึกษา



แนะนำรายวิชา.....INTRODUCTION TO SUBJECT

▶ Let 'go and Follow me to Study : Seminar in English

I AM SURAPONG KONGSAT....TEACHER



► What is Seminar?

TOPIC 1-



- ▶ **What is Seminar?**

- ▶ Seminars are a great way to learn new information and new skills. They can also be a lot of fun! In this blog post, we will discuss what a seminar is, the different types of seminars that are available, and the benefits of attending a seminar. We will also provide a few tips on how to get the most out of your next seminar experience.



สาระสำคัญของรายวิชา **WHAT IS SEMINAR?**



สาระสำคัญของรายวิชา **WHAT IS SEMINAR?**

► **What is Seminar? Seminar definition**

- A seminar is an educational event in which a group of people gather together to learn more about a certain topic or subject. Seminars usually involve presentations, discussions, and interactive activities that help attendees get more knowledgeable. They typically last anywhere from one hour to several days, depending on the complexity of the material being presented.



สาระสำคัญของรายวิชา **WHAT IS SEMINAR?**

► The Importance of Seminar , Why?

TOPIC 2-



- ▶ **The importance of seminars is the wealth of knowledge presented and gained during them. A seminar is a presentation, set on a particular topic or group of topics, put forth by an expert in the field.**
- ▶ Seminars are important and beneficial for those who have difficulty learning in a typical classroom setting where reading and writing are required. There is often a sense of friendship associated with seminar attendance, because everyone is attending with a like interest in learning about a subject important to them. A seminar is usually designed for at least 10 attendees and up, though there are no concrete standards dictating size requirements. They are held in a myriad of places from hotels to office conference rooms, fluctuating based upon the number of people attending.



สาระสำคัญของรายวิชา **THE IMPORTANCE OF SEMINARS**



สาระสำคัญของรายวิชา **THE IMPORTANCE OF SEMINARS**

- ▶ **WHY SEMINARS AND WORKSHOPS ARE IMPORTANT TO THE GRADUATE EXPERIENCE**
- ▶ *Five ways you can benefit from extracurricular events at Daniels*
- ▶ A graduate degree program is demanding. In addition to your classes, you may even be working a full-time job. So why should you forfeit some of your precious time to attend seminars and workshops? Consider the following benefits from taking the time out of your schedule to attend seminars and workshops offered by the Daniels College of Business.



สาระสำคัญของรายวิชา **WHY DO YOU LEARN SEMINAR?**

- ▶ **1.Encourage Dialogue**

- ▶ Unlike lectures, where a speaker will address the audience, seminars and workshops are led by someone acting as a mediator. This allows for opening up the floor for discussion pertaining to the business world and hearing about other ideas on the topic – in a setting that encourages conversation.



สาระสำคัญของรายวิชา **WHY DO YOU LEARN
SEMINAR?**



สาระสำคัญของรายวิชา **WHY DO YOU LEARN
SEMINAR?**

▶ **2. Receive Fresh Perspective**

- ▶ There are lots of different topics of professional significance. Workshops and seminars can address common problems or issues that business professionals may face on a regular basis. Participants can share their insights and thoughts on how to resolve the problem, which can offer a fresh perspective when dealing with the problem.

สาระสำคัญของรายวิชา **WHY DO YOU LEARN
SEMINAR?**

สาระสำคัญของรายวิชา **WHY DO
YOU LEARN SEMINAR?**



▶ 3. Develop New Ideas

- ▶ As you listen to other people's ideas, you may find inspiration that can help you in the workplace. You may come up with a new way to handle things or a new ideas that you never considered before. Networking and listening to others share their ideas may be the ticket to get your wheels spinning. You could end up coming away with your next big idea that you can incorporate into your business. For example, Urban Land Institute associates recently came to campus to discuss their organization. It gave students the opportunity to ask questions, network with employees of the organization and find ways to apply the information to their businesses.

สาระสำคัญของรายวิชา **WHY DO YOU LEARN
SEMINAR?**



สาระสำคัญของรายวิชา **WHY DO YOU LEARN
SEMINAR?**

▶ **4. Improve Your Skills**

- ▶ You can find a seminars or workshops to help you develop new skills that can help you get ahead. For example, in our upcoming Training the Street Financial Modeling Workshop, attendees will learn how to use Excel, interpret data in a spreadsheet and manipulate and manage data. You will learn the best practices of using Excel to help you get ahead.

สาระสำคัญของรายวิชา **WHY DO YOU LEARN
SEMINAR?**



สาระสำคัญของรายวิชา **WHY DO YOU LEARN
SEMINAR?**

▶ **5. Network for Your Career**

- ▶ Getting a job often depends on who you know rather than what you know. That's why you should take the opportunity to network whenever you can. We have workshops designed for you to network with companies for potential career opportunities. One of these upcoming events is our Leads Networking Group for MBA, MS students and Alumni, where you'll have the opportunity to network and gain contacts at targeted companies. It's a highly interactive 2-hour session that will get you some great networking leads.

สาระสำคัญของรายวิชา **WHY DO YOU LEARN SEMINAR?**



**YOU'LL FIND THAT THESE AND
OTHER SEMINARS AND
WORKSHOPS AREN'T JUST IMPORTANT
TO YOUR GRADUATE EXPERIENCE – THEY
CAN MAKE A POSITIVE IMPACT ON
YOUR CAREER. FIND THE ONES THAT
INTEREST YOU, AND TAKE FULL
ADVANTAGE OF THE OPPORTUNITY TO
LEARN ABOUT EACH TOPIC OR SUBJECT
TO FURTHER YOUR EDUCATION AND
YOUR CAREER.**



► Benefits of seminars

TOPIC 3-



- ▶ **Benefits of seminars: how such a group can be beneficial**
- ▶ **#1 Gain New Knowledge**
- ▶ The main benefit of attending a seminar is that you can gain valuable soft skills to help you in your professional or personal life. Seminar course is often led by experts who have years of experience in their field, so the information they provide is up-to-date and useful. If each single meeting regularly delivers value, it can be quite beneficial to attend even a single seminar.



สาระสำคัญของรายวิชา **BENEFITS OF SEMINARS**

▶ #2: Networking Opportunities

- ▶ Another benefit of attending a seminar is that it can provide you with some great networking opportunities. Seminar gives you a chance to meet and connect with like-minded individuals and attendees who share your interests and passions. This audience could open up new job or career opportunities for you in the future.



สาระสำคัญของรายวิชา **BENEFITS OF SEMINARS**

- ▶ **#3: Learn from Experienced Professionals**
- ▶ Lastly, seminars give you a chance to learn from experienced professionals who have a wealth of knowledge and experience. These professionals can help you gain valuable insight into your chosen field, which can help you become more successful in the long run.



สาระสำคัญของรายวิชา **BENEFITS OF SEMINARS**

► Types of seminars



TOPIC 4-

- ▶ **What are types of seminars**
- ▶ **#1 Personal Development Seminars**
- ▶ With a similar group discussion and activities as any other seminar, personal development seminar focuses on topics like self-improvement, professional development, and relationships. They are often intended to help participants develop their strengths and build confidence in different aspects of their lives.



สาระสำคัญของรายวิชา **WHAT ARE TYPES OF SEMINARS?**

▶ #2 Technology Seminar

- ▶ A technology seminar aim to teach attendees the basics or advanced concepts of a certain technology and potential problems or advantages associated with it. They often include demos and hands-on activities in order to help participants become more familiar with the technology. Could be present at a particular university or other events.

สาระสำคัญของรายวิชา **WHAT ARE TYPES OF SEMINARS?**



▶ #3 Seminar in Academic Institutions

- ▶ A school district, college, university, or any other academic institution may hold such seminars in order to educate their students. This example of seminar can be about anything from science and math to art history and economics – whatever applies to a specific venue, university, or company.

สาระสำคัญของรายวิชา **WHAT ARE TYPES OF SEMINARS?**



▶ **#4 Exchanging Information Seminars**

- ▶ To exchange information, and learn new things, you can be holding discussions at the event. A seminar on a particular topic might bring together professionals with different expertise, to share their knowledge and skills – for example, about marketing or event marketing.

สาระสำคัญของรายวิชา **WHAT ARE TYPES OF SEMINARS?**



▶ #5 Seminars for Advanced Students

- ▶ No matter if the target audience is small groups, or large-scale event, these examples can be used to provide advanced students and other participants with additional knowledge and skills in a certain field. With guest speakers (e.g. small business owners), even a small group can learn a lot on particular subject or advanced study.

สาระสำคัญของรายวิชา **WHAT ARE TYPES OF SEMINARS?**



► 8 steps to organize your seminar!

TOPIC 5-



▶ 8 steps to organize your seminar!



สาระสำคัญของรายวิชา - 8 STEPS TO ORGANIZE YOUR SEMINAR!

▶ 1. Know your goals

- ▶ Defining the seminar's goals is a critical first step. You must be able to give a clear answer to the question: why are we organising this seminar? Once this question is answered, you should know what you are expecting from the event. Based on these elements you will develop a concrete action plan. Defining the event's goals beforehand will allow you to know exactly what type of seminar to organise, and therefore succeed in its organisation. Some seminars, for example, will have team-building as the main objective, others will be used to train new hires or celebrate an increase in revenues, etc. From the main goal, several secondary goals will follow — you should then prioritise them so as to best manage them one by one.

สาระสำคัญของรายวิชา - 8 STEPS TO ORGANISE
YOUR SEMINAR!



▶ 2. Define who your attendees are

- ▶ Several stakeholders should be considered when you organise this type of event. Firstly, you will need to determine the target you are aiming for. This step will be critical in your event planning. Your main target is everyone who is directly concerned and affected by the main theme of the seminar. Nevertheless, when we talk about participants in this particular case, they are not limited to those attending the seminar, but also include the speakers. Once you have identified the information to convey and who will convey it, it is time to find the people who will share this information. It is often advisable to choose only one speaker to ensure good flow and a logical continuity in the way ideas are presented. But if that cannot be the case, do not hesitate to involve more people.

สาระสำคัญของรายวิชา - 8 STEPS TO ORGANISE
YOUR SEMINAR!



▶ **3. Make budget forecasts**

- ▶ The substance of your event has been defined, it is now time to know how the available resources will be used to shape the format according to your wishes. This is where the budget forecast comes in. The budget is based on the first two steps as well as various financial constraints. Once the goals are prioritised, you must assess the means necessary to achieve said goals. Each one will require financial resources. It will therefore be necessary to ensure that all planned expenditures do not exceed the incomes allocated to them. Our last advice on the budget is to always plan a margin of error for potential unforeseen expenses.

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YOUR SEMINAR!



► **4. Choose the right date**

- The time has come to set the perfect date for your seminar. The different date options must be carefully assessed to prevent guests from being unavailable. You will need to choose a date when the majority of the participants will be available. Avoid periods when your target audience is likely to be on holidays, or bank holidays and national celebration days. Before setting a definitive date, it is also important to ask participants if they are available.

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► 5. Find a suitable venue

- An event's venue should be chosen based on several criteria. The first is capacity. Capacity here means the number of people the room can hold, leaving the room airy and not too crowded. Then, the second criterion to consider is the location. If you are organising a seminar for people from your office, it is not necessary to choose the most remote venue in the city even if you want to be original, especially when the guests pay for their own transport. Access to the seminar should also be easy, without having to search for hours, wandering from one floor to another or from one building to another. Once you have found a place that seems appropriate, you really must visit it. A few photos or some brochures will not show you the real state of the venues at that time. Better to be cautious.

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► **6. Use an online registration solution**

- Using an online registration solution will help you lighten your workload. It will allow you to easily manage registrations to the seminar and even sell your tickets online. The importance of such a solution is paramount in the success of the organisation of your seminar. That's why you need to make sure that the online registration solution you choose is easy to use, quick to roll-out, and has many features to help you manage your registrations.

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► 7. Organise activities

- When you organise a seminar, always think about planning the activities that will take place during the event chronologically. Detailed planning must be done days or weeks in advance. To ensure that the plan is carried out correctly, you will need to do some rehearsals and all the necessary checks before the event itself. You will also have to plan some breaks with food and drinks, including a margin of error for all activities to avoid being caught off guard by any unexpected circumstance.

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YOUR SEMINAR!



► 8. One guiding principle: Communication

- Communication will determine the image and the scope of your event. The bigger the event, the more communication you will need. You must follow-up with your audience (your online registration solution may allow you to do this automatically) at least once before the seminar takes place. A follow-up must be sent at least a week before the seminar — it will allow you to have a better estimate of the number of participants at the seminar (through the responses collected), in addition to reminding the participants of the upcoming event. You can communicate via your mini-site or website, but also using social media (Facebook, Twitter, Instagram, Snapchat, etc.). Nevertheless, your communication work does not stop there. Indeed, after the seminar, it will be essential to send a report of the seminar — if any — as well as emails to thank the participants, and to collect their feedback and opinion.

สาระสำคัญของรายวิชา - 8 STEPS TO ORGANIZE
YOUR SEMINAR!



- ▶ You now have the essential tips for organizing a successful seminar. Plan, schedule, and always have a good management solution at your side for your events to make your tasks easier, as well as those of your participants.

สาระสำคัญของรายวิชา - 8 STEPS TO ORGANIZE
YOUR SEMINAR!



TOPIC 6-

► Important Components of Seminar Presentation



► **Important Components of Seminar Presentation**

- These days, it's essential to understand the importance of a Seminar Presentation as it has become a need of an hour. Undoubtedly, seminars are one of the best ways to convey the message to your target audience in an effective way. Presenting in a Seminar is not something that you know how to do, but skills can be easily learned, if you are dedicated and willing to learn something significant.

สาระสำคัญของรายวิชา - **IMPORTANT COMPONENTS
OF SEMINAR PRESENTATION**



- ▶ In order to create a successful Seminar Presentation, try to engage your audience and make the spoken delivery more interesting & lively. Not just this, enhance your critical thinking skills and keep to the point. Certainly, you will be surprised to see how quickly time passes and you will end up giving a magnificent Presentation that you must have not even dreamt of.
- ▶ Elements of a Good Seminar Presentation
- ▶ If you are planning to deliver a Presentation, there are some important components of Seminar presentation that may leave a desired impact on your audience. Take a look:

สาระสำคัญของรายวิชา - IMPORTANT COMPONENTS OF SEMINAR PRESENTATION





- ▶ **1.Research**
- ▶ Before you even frame a structure for the Seminar, it becomes imperative for you to carry out proper research as it will help you answering the questions of audience and enhances your confidence to deliver the Presentation in a best possible way.

สาระสำคัญของรายวิชา - IMPORTANT COMPONENTS
OF SEMINAR PRESENTATION

- ▶ 2. Plan a Good Seminar Introduction
- ▶ To make the listeners participate in the discussion, a speaker can use ice breaking techniques, present any interesting data that may interest audience or even the Presentation can be started with quotes as well.

สาระสำคัญของรายวิชา - IMPORTANT COMPONENTS
OF SEMINAR PRESENTATION



▶ 3. Closing Speech

- ▶ While closing your seminar speech, it would be recommended that speaker should tell the audience what all has been conveyed throughout the Presentation, only then your audience will be able to take along something with them.

สาระสำคัญของรายวิชา - IMPORTANT COMPONENTS
OF SEMINAR PRESENTATION



- ▶ 4. Connection with audience
- ▶ When it comes to talk about making a strong connection with an audience, the speaker must give relevant examples and play quizzes, games to make the session more interactive. Only then, the presenter will be able to feel connected to their lives.

สาระสำคัญของรายวิชา - IMPORTANT COMPONENTS
OF SEMINAR PRESENTATION



▶ 5. Body Language

- ▶ The speaker should make sure that he/she does not stand in front of the screen to block the slides. Not just this, the presenter must take care of his pitch, clarity and audibility so that the person sitting at the end can listen his talk. The speaker who is confident and makes eye contact with everyone tends to win the hearts of audience. You can read our article on [Planning an Effective PowerPoint Presentation](#) to learn more about the ideas behind *presentation planning*.
- ▶ Delivering a Presentation is not an overnight intelligence; rather it's an art to be developed, honed and learnt with time. Thus, with the help of above mentioned points, one can deliver a presentation which is interesting and dynamic.

สาระสำคัญของรายวิชา - IMPORTANT COMPONENTS OF
SEMINAR PRESENTATION



TOPIC 7-

► Best Practices for a Seminar



- ▶ **Best Practices for a Seminar**

- ▶ **#1 Do your research**

- ▶ Each specific topic requires research to ensure that the content and materials presented are up-to-date and relevant. Do your homework before organizing or attending a seminar event, so you can make sure that the information being shared is accurate.



สาระสำคัญของรายวิชา **BEST PRACTICES FOR A SEMINAR**

- ▶ **#2 Prepare engaging activities**
- ▶ To ensure that potential attendees stay engaged throughout the seminar, it's important to have fun and interactive activities. Try to include some open-ended questions, games, and more hands-on activities to keep the seminar interesting and engaging for everyone.



สาระสำคัญของรายวิชา **BEST PRACTICES FOR A SEMINAR**

- ▶ **#3 Invite speakers**

- ▶ Inviting outside speakers can help a group with different perspectives on a certain topic or industry. This will give participants the opportunity to gain additional insights and examples from a range of professionals and experts.

สาระสำคัญของรายวิชา **BEST PRACTICES FOR A SEMINAR**



สาระสำคัญของรายวิชา **BEST PRACTICES FOR A SEMINAR**

- ▶ **#4 Set up a detailed budget**

- ▶ Your present ers, equipment, and location all need to be accounted for when creating a budget. Having an accurate budget will help you plan the seminar more effectively and make sure that everything runs smoothly in your company.



สาระสำคัญของรายวิชา **BEST PRACTICES FOR A SEMINAR**

- ▶ **#5 Create word forms**

- ▶ Create word forms to make sure you have all of the necessary information before, during, and after the seminar. Forms like registration, group or venue feedback, and evaluation can help you keep track of attendees, analyze the success of the event, and plan for future seminars.



สาระสำคัญของรายวิชา **BEST PRACTICES FOR A SEMINAR**

- ▶ **#6 Analyze your performance**

- ▶ The main difference between a successful seminar and an unsuccessful one is the ability to analyze your performance. Evaluating the entire process will help you identify what worked well, what didn't, and how you can make improvements in future event.



สาระสำคัญของรายวิชา **BEST PRACTICES FOR A SEMINAR**

- ▶ **Set Up a Seminar Room with LiveWebinar**
- ▶ Want to expand your online course or workshops with new meeting events? Your company conferences lose that spark and subject that managed to attract a lot of members and attendees? Add seminars to your seating arrangements.



สาระสำคัญของรายวิชา **SET UP A SEMINAR ROOM WITH
LIVEWEBINAR**

- ▶ **With LiveWebinar, you can create online seminars with high-quality video, audio and interactive content. Moreover, you can create an engaging atmosphere with polls, Q&A sessions, whiteboards and live streams.**
- ▶ LiveWebinar also allows you to see the analytics of your seminar performance in real time! You can track demographics, view feedback from attendees and easily export data into other software. With this platform, you can make sure that your seminar conference is always gathering the right people to discuss relevant topics and learn something new.



สาระสำคัญของรายวิชา **SET UP A SEMINAR ROOM
WITH LIVEWEBINAR**

► Conclusion

- New practices for your company seminar meeting will help you create a better atmosphere for learning and exchanging ideas. With the right research, activities, guest speakers, budgeting and evaluation tools, you can organize successful seminars that are enjoyable to everyone involved. And with enough time up your sleeves, you can get prepared in advance and create amazing workshops. LiveWebinar is here to help you to form such a group and deliver them a great event, meeting, discussion, or virtual venue conference with a seminar too. Good luck!



สาระสำคัญของรายวิชา **SET UP A SEMINAR ROOM
WITH LIVEWEBINAR**



► Simples of Seminar



TOPIC 8-

▶ Simple of Seminar

▶ ศึกษาจากคลิปวิดีโอตาม **website** ที่แสดง

- ▶ <https://www.google.com/search?lei=PXUuZJ6cDYbx4-EPq-O1kAw&q=project%20seminar%20presentation&ved=2ahUKEwjerrWj3pT-AhWG-DgGHatxDclQsKwBKAN6BAhYEAQ&biw=1366&bih=657&dpr=1#fpstate=ive&vld=cid:c423fa0c,vid:hewgCK5oZAo>
- ▶ <https://www.youtube.com/watch?v=Unzc731iCUY>
- ▶ <https://foodsci.rutgers.edu/Graduate/GSA/pdf/SeminarGuidelines.pdf>

SEMINAR GUIDELINES



- ▶ Guidelines on Seminar Presentations Your main goal in presenting this seminar is to communicate your topic to an audience of mixed backgrounds and interests. This should not be a technical paper such as would be presented at a professional meeting. Your seminar should tell a scientific story in a way that everyone present can understand and go home with some lesson learned.



👉...**[HTTPS://WWW.YOUTUBE.COM/WATC
H?V=5EGRI66IUfU](https://www.youtube.com/watch?v=5EGRI66IUfU)**

- Purpose of Seminar: A presentation concentrates on teaching something to the audience. A good presentation means that the audience understood the message. The first rule is to place yourself in the mind of your audience. The second rule is to provide the minimum amount of information to the audience; this helps overcome the temptation to fill presentations with details meant to impress the audience. So, make sure to:



9....

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=H0E2HAPTGF4](https://www.youtube.com/watch?v=H0E2HAPTGF4)

- ▶ 1. Try not to cover so many ideas, stick instead to a major theme.
- 2. Focus on what the audience needs to know about the subject and not on what you want to tell them.
- 3. Don't give too many experimental details unless the method is the main point of the talk.
- 4. For each set of data, explain the significance of the findings, don't just only show it.
- 5. Don't assume that the audience will know what you mean.
- 6. Make transitions from one topic to another logical and smooth: "now I'd like to tell you..."
- 7. Unlike a written report, the audience must be able to immediately grasp the information. So, keep it simple.
- 8. Use repetition as a tool to help the audience remember important points.

📺.....[HTTPS://WWW.YOUTUBE.COM/WATCH?V=W82A1FT5O88](https://www.youtube.com/watch?v=W82A1FT5O88)



► Audience Analysis:

Remember that your audience will be scientifically literate but will not automatically understand terms, jargon, abbreviations, and methods used in all fields. When planning your seminar, put yourself in their shoes. Explain all terms and concepts that are important for understanding your topic and will be used throughout your presentation.



၇.....[HTTPS://WWW.YOUTUBE.COM/WAT
CH?V=TUW8HXRFBH8](https://www.youtube.com/watch?v=TUW8HXRFBH8)

- Ask yourself: What do they know? What do they want to know? What do they need to know in order to understand my presentation? Use the answers to these questions to guide how you present your seminar.



📺.....[HTTPS://WWW.YOUTUBE.COM/WATCH?V=Z8PAKJV5DVK](https://www.youtube.com/watch?v=Z8PAKJV5DVK)

- Title Make your title descriptive, succinct, informative and interesting. Visual aids: A visual aid is something your audience can see that aids your speech content. Always look and talk to the audience, NOT to the visual aid. Don't read directly from the slides; you will lose eye contact with the audience and run the risk of putting everyone to sleep because they can read faster mentally than you can verbally.



9....

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=F60DHEI4ARG](https://www.youtube.com/watch?v=F60DHEI4ARG)

- ▶ Animation is good and beneficial as long as it does not get too distracting. »
- ▶ **Font, color, background**
- ▶ Decide what font, colors, graphics, background design and layout to use for your entire presentation. While you can use variation, strive for consistency: titles should be the same color, bullets should be the same color and shape, etc... Visual aids can be created using almost any color, but there should be enough contrast between foreground and background elements and too many colors can distract from the message. If you want to use graduated backgrounds, keep them subtle and smooth.

📺....[HTTPS://WWW.YOUTUBE.COM/WATCH?V=PEGOOTQFDOI](https://www.youtube.com/watch?v=PEGOOTQFDOI)



- ▶ N.B: Sometimes different computers project colors differently, so make sure to check it out on the big screen before the actual presentation. »
- ▶ **Size and number of elements**
- ▶ A limited number of elements, big graphics, and big text make reading easier. “Less is more and big is beautiful”. It should be big enough to be seen at the end of the auditorium. Nothing aggravates the audience more than not being able to see what the speaker is talking about. Titles should be 36-48 point and text should be 26-36 point (72 points equals 1 inch). Also, keep similar text the same size from one visual to the next.

📺...**[HTTPS://WWW.YOUTUBE.COM/WATCH?V=BLJX-QTBQLY](https://www.youtube.com/watch?v=BLJX-QTBQLY)**



- Use of white space Blank areas in a visual help the reader through the data and avoid the appearance of overcrowding. Slides should have enough margins on all sides and eye friendly. Try to keep your slides neat and uncluttered.

📍...[HTTPS://WWW.YOUTUBE.COM/WATC
H?V=5A5VSKKDPB4](https://www.youtube.com/watch?v=5A5VSKKDPB4)



- ▶ Text Use short and simple phrases in place of sentences or paragraphs and limit the amount of information in the presentation. Each visual should be a hint and not the whole story. Visuals should have:

One main point

One thought per line

No more than 5-7 words per line

No more than 5-7 lines

per visual Use a combination of uppercase and lowercase lettering. Using all capital is harder to read. Avoid commas, semicolons, or periods in visuals. Instead, use bullets or numbers to separate and group ideas.



[HTTPS://WWW.YOUTUBE.COM/WATCH?V=NGFX7YCO0SI](https://www.youtube.com/watch?v=NGFX7YCO0SI)





► **References**

- You need to give credit to the work of others. Don't forget to include references on your visuals at the bottom in small font.



[HTTPS://WWW.YOUTUBE.COM/WATCH?V=JHXGBRKFJ_S](https://www.youtube.com/watch?v=JHXGBRKFJ_S)

- ▶ Graphs and tables Graphs and tables are the best way to summarize large quantities of raw data.
- ▶ **Simplify the data**
- ▶ **Show only the essential information**
- ▶ **Be consistent in style and terminology, font, color, style...**
- ▶ **Data elements should be the thickest and the brightest colors. Frames, grid lines, axis lines, and error bars should be lighter in color and weight.**
- ▶ **X and Y axis lines should end at the last data point**
- ▶ **Include legends.**



[HTTPS://WWW.YOUTUBE.COM/
WATCH?V=VNVWVPPDFEY](https://www.youtube.com/watch?v=VNVWVPPDFEY)



- ▶ **Proof read visuals, then have someone proof read them for you!!**How should the information be organized? Developing an outline is important for a logical flow of ideas as well as serving as a checklist for items that appear in the slides per se.
 - Introduction and background information (why is the work important? what related work exists?)
 - Objectives of research
 - Explanation of methods (what is unique about the presenter's approach?)
 - Results
 - Discussion and conclusion (did the results meet the objectives?)
 - Relevance or significance, implications of findings (what is the overall scope of the work?)
 - Future work (what happens next?)

📍...[HTTPS://WWW.YOUTUBE.COM/WATCH?V=7222TN_0UOA](https://www.youtube.com/watch?v=7222TN_0UOA)



► **» Introduction (Tell them what you are going to say)**

The introduction serves to provide a focus (statement of main idea), a reason to listen (significance of the main idea), and an orientation (division of the presentation). Identify the problem and focus on the scientific observations that led to your research topic. Include some background information.

📍...[HTTPS://WWW.YOUTUBE.COM
/WATCH?V=OFFPWDE22COY](https://www.youtube.com/watch?v=OFFPWDE22COY)



► **» Body (Tell them)**

Choose the story you want to tell then present the data or experiments that are essential to your story. Be selective; don't overwhelm the audience with volumes of data that may just confuse them. This is NOT your thesis defense. Present your results in an order and organization that support and maintain the flow of your story and that facilitates understanding, even if that is not the order you used in the laboratory. Ideally, summarize after you finish each point to wrap up what you've said and connect it to the next argument. Repetition makes the idea stick in the audience's head. Never use a slide unless you give the audience time to understand its content. Presenting complex equations or tables "for show" is not useful. Only present material that you can take the time to explain and define.

📺...**[HTTPS://WWW.YOUTUBE.COM/WATCH?V=I8MG5QFDXL4](https://www.youtube.com/watch?v=I8MG5QFDXL4)**



► **» Conclusion (Tell them what you told them)**

Take this time to repeat and reemphasize the most important conclusions. Show the significance of your work. Tell them exactly what YOU want them to walk away remembering.



[HTTPS://WWW.YOUTUBE.COM/WATCH
?V=GDJ7AD15WCA](https://www.youtube.com/watch?v=GDJ7AD15WCA)

- ▶ Simple 2
- ▶ **Projects & Project Seminar**
- ▶ Project Seminar provides a systematic theoretical and practical knowledge of innovation' project management. Particularly this course focuses on skills of planning the development of innovative projects and business ideas in order to improve professional competencies.
- ▶ **The main goal of Project Seminar**
The aim of this course is to consolidate, expand and exercise theoretical and practical skills for successful implementation of projects from start to finish by developing business plans of innovative projects.

[HTTPS://WWW.YOUTUBE.COM
/WATCH?V=ADRXH7WUNMM](https://www.youtube.com/watch?v=ADRXH7WUNMM)



► **The main tasks of Project Seminar**

1. Students will prepare and develop practically applicable business plan for an innovative project.
2. Discussion of business plans of innovative projects, including market analysis and competition, identification of resources needed, etc.
3. Students will be able to develop planning skills of the project and its presentations.



[HTTPS://WWW.YOUTUBE.COM/WATCH
?V=YC42O2T2FXK](https://www.youtube.com/watch?v=YC42O2T2FXK)

► **The overview of Project Seminar**

The course is accompanied by seminars that introduce new approaches to understand and further elaborate different facets of innovation thinking and to provide participants with practical training as well as ready to use state of the art knowledge. Besides, students will present on a regular basis the development of their business plans of practical oriented innovation projects. At last, students will be asked to defend their developed business plans of projects with consideration of discussed aspects.



[HTTPS://WWW.YOUTUBE.COM/WATCH
?V=RSZJUCDQXEW](https://www.youtube.com/watch?v=RSZJUCDQXEW)

► **The Project Seminar consists of four major topics:**

1. Project introduction
2. Project environment
3. Project assessment
4. Project presentation



**[HTTPS://WWW.YOUTUBE.COM/WATCH
?V=BSLQSDFK-8](https://www.youtube.com/watch?v=BSLQSDFK-8)**

- ▶ *Project* introduction includes an introductory session where students will understand how to apply specific tools and models in innovation project management, as well as how to manage teamwork. Also during this topic, the ideas of projects will be introduced with taking into account appropriate cases of specific projects across different industries. The session ends with the choice of core stream for which students will be asked to prepare a project.

**[HTTPS://WWW.YOUTUBE.COM/WATCH
?V=CFJQUJYRFEK](https://www.youtube.com/watch?v=CFJQUJYRFEK)**



- ▶ *Project* environment allows students to learn market analysis, including identification of current trends in the industry by using suitable strategic planning tools, and evaluating external/internal risk factors. In addition, the competition analysis and the estimation of risks in innovative projects will be introduced.



**[HTTPS://WWW.YOUTUBE.COM/WATCH
?V=ECENPAAGVVY](https://www.youtube.com/watch?v=ECENPAAGVVY)**

- ▶ *Project* assessment provides understanding and practical knowledge of assessment and forecasting of potential markets by using various approaches within the innovation project management, as well as cost analysis and assessment of the impact of innovation on the cost structure.
- ▶ *Project* presentation assumes that students will apply learned knowledge and skills by developing business plans of innovation projects, its discussions and presentations. An oral defense will be held at the last class (final colloquium), in which students present the developed business plan of the innovation project with consideration of addressed issues.



**[HTTPS://WWW.YOUTUBE.COM/WATCH
?V=I8MG5QFDXL4&T=94S](https://www.youtube.com/watch?v=I8MG5QFDXL4&T=94S)**

► **The assessment of the Project Seminar**

The final grade will be calculated in accordance with the syllabus of this course. Students are expected to develop and gradually improve their business plans of innovation projects with regular presentations of interim results. Apart from that, by the end of the course students are supposed to submit their final version of business plans of projects as an essay. The oral defense of group project will be held on the final colloquium.



**[HTTPS://WWW.YOUTUBE.COM/WATCH
?V=XQZLWKNFVMY](https://www.youtube.com/watch?v=XQZLWKNFVMY)**

► **The assessment of the *Project***

The activities on the Project Seminar classes and developed projects are assessed separately. Students form groups of 3-5 members in order to develop business plan of practical innovative project plan i.e. project. According to HSE regulation the “project is specifically organized, self-motivated students’ activity with the aim to solve practical or theoretical oriented problem. This activity should be done in the form that can be seen, comprehended and applied in real life”. [1] Therefore, the result of the Project Seminar is the developed business plan of innovation project that is submitted with consideration of received feedbacks after the oral defense.



🔗...[HTTPS://WWW.YOUTUBE.COM/WATC
H?V=WVXDB9DMDEO](https://www.youtube.com/watch?v=WVXDB9DMDEO)

► **The policies of the Project Seminar**

This course is designed for the second year master students and covers two modules. It takes place once or twice a week according to the schedule. Attendance is needed for the learning process. Unsatisfactory results of the Project Seminar is equal to unsatisfactory results of regular classes.



📌...[HTTPS://WWW.YOUTUBE.COM/WATC
H?V=_QV4B4NTOBG](https://www.youtube.com/watch?v=_QV4B4NTOBG)

- ▶ <Title of the seminar paper>
- ▶ < FIRSTNAME LASTNAME>
<Contact information>

▶ *****

▶ Abstract

- ▶ The purpose of the abstract is to give a complete, albeit small, picture of the whole article and its contents. About 15 to 20 rows should be enough. A short motivation, the used methods, and the most important results are typically included.



TOPIC 9- TEMPLATE OF SEMINAR

► 1. Introduction

- An introduction to your topic. A background/motivation, the purpose of the research, and the research questions/objectives are typically presented here. Describe also shortly the structure of paper.

TOPIC 9- TEMPLATE OF SEMINAR



2. Section 1

Start presenting your work here.
Number all sections as you see it done
here. Refer to literature in the number
format [1] like this.

TOPIC 9- TEMPLATE OF SEMINAR





2.1 Subsection 1

- ▶ Remember to use subsections to keep your paper easy to read.
- ▶ Other general guidelines:
 - ▶ -Make sure the title of the paper is in line with the text. Avoid repetition of matters in different parts of the paper, use cross-references instead.
 - ▶ -Make sure the language in your paper is finished. Avoid mixing expressions from British and American English language (e.g. favor vs. favour, analyze vs. analyse).
 - ▶ -Use tables, figures and graphs to summarize and illustrate your point. Figures should also be understood without reading the text (e.g. name the variables used in figures). Remember also to interpret the tables/figures in the text.
- ▶ Take a caption of the table and insert table name above the table.

TOPIC 9- TEMPLATE OF SEMINAR

Take a caption of the table and insert
table name above the table.
Table 1: Classes and values

Class/Value	values 1	values 2	values3
class 1	1	2	3
class 2	1	2	3
class 3	1	2	3

TOPIC 9- TEMPLATE OF SEMINAR



Caption figures and graphs as well, the name this time under the figure.

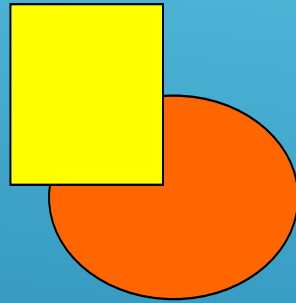


Figure 1 Orange and yellow

TOPIC 9- TEMPLATE OF SEMINAR



- ▶ **Conclusions**

- ▶ Could be also titled otherwise depending on contents, e.g. “Discussion”, “Summary”...
- ▶ Summarize findings, present major conclusions, consider managerial relevance and further research....

TOPIC 9- TEMPLATE OF SEMINAR



References

Include at least the following information: Author, Title of the paper, Published where and when, possible www-address and quotation date, possible ISBN or ISSN number.

Examples:

- Wei C-P & Chiu I-T (2002). Turning telecommunications call details to churn prediction: a data mining approach. Expert Systems with Applications, Vol. 23 (August 2002), pp. 103-112.
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TOPIC 9- TEMPLATE OF SEMINAR



▶ Thanks

จบการเรียนรู้การสอนรายวิชา
SEMINAR IN ENGLISH

