

4-H Public Presentations Guide for 2018

Sullivan County 4-H Youth Development Program



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Event Schedule

Saturday, March 3, 2018 (snow date March 10th)

10:00 - 3:00pm	Registration open for Public Presentations
12:00 - 1:00pm	Lunch period for evaluators. Staggered release times will allow some evaluation rooms to remain open.
3:00pm	Registration is closed. Thanks to all who participated!

Important Notes for Evaluation Day:

- **PowerPoint Presentations:** *CCE equipment is not guaranteed to work with all media provided by presenters. Projectors are available but presenters are strongly encouraged to bring their own laptops (as well as be prepared to offer a presentation in the event of equipment failure). This reflects the expectation for District and State level events.*
- **Include sources of information for your presentation:** *If not previously noted in the body of the presentation, sources of information used for the topic should be included in the summary or immediately following the conclusion. Recommendations: age 9-12 years should be prepared to cite at least two sources, age 13+ should be prepared to cite at least three sources.*
- Presenters may not bring food or drink into classrooms unless doing a cooking demonstration.
- If more than one child in the same family is presenting - parents may leave one classroom and go to the next classroom (please wait until there is a break so as to not disturb presenters).
- **Animals:** If presenters are bringing a pet for Presentation, they must have them under control at all times (leash, crate, cage, etc.). *Presenters must bring paper towels and cleaning solution/disinfectant to clean up after pets.*
- **DRESS CODE FOR PRESENTERS –** *Evaluators are instructed to check the “Met Expectations” box for the Appearance category unless the costume is used to enhance or improve the presentation. Youth dress is expected to be neat and clean. Suits, jackets dresses and skirts are not required and will not receive a higher rating than “Met Expectations” unless they are specific to the presentation topic.* Presenters are reminded to dress appropriately for their presentation topic, therefore someone doing a cooking demonstration may wear an apron and a hat; likewise someone doing a Skateboarding Demonstration may wear clothing that reflects that sport. If clothing is intended to reflect or enhance the presentation, the presenter should let the audience know by incorporating that info into their speech.

Presentation Categories & Expectations

Cloverbuds Ages 5 – 7: not rated-all Cloverbuds receive same award; special Cloverbud Evaluation Forms are used:

- **Recitation of 4-H Pledge or Creed:** *Time Length: 1 to 5 minutes*
- **Show & Tell:** A simple show and tell to help relieve jitters. *Time Length: 1 to 5 minutes*
- **Illustrated Talk or Simple Demonstration:** *Time Length: 3 to 8 minutes*

4-H Presentations: 8-19 Year Olds: Time Limit: 5 to 15 Minutes (Varies upon age & experience):

1. Demonstrations:

- The presenter shows, one step at a time, how to do, make, or prepare something based on a topic or subject from a 4-H project or from general interests and activities. Examples include: “How to lay out a pattern”, “How to juggle”, “How to use the Internet”, “How to sort & do laundry”, etc. Topic should be appropriate for experience level.
- This type of presentation usually includes a completed product and/or posters, which list the ingredients or give background information.
- **Important reminder about Food Demonstrations:** Presenters must wear aprons, have hair pulled back, wash hands before beginning (or indicate that they just washed their hands if sink is not in the room). Due to food safety guidelines presenters **cannot** serve samples. However, evaluators may request a sample.
- **TEAM Demonstrations ARE permitted at the county, district, and state levels if the presentation requires two people for efficient use of time and effectiveness relative to the presentation.**

2. Illustrated Talk:

- The presenter tells a story, or informs audience about something.
- An Illustrated talk usually explains a process, trip, activity, or event accompanied by visuals such as a poster series, overheads, slides, power point, books, pictures, models, or other illustrations.
- The presenter may use visual aids to tell about the topic.
- Some examples may include telling & showing the importance of good nutrition; telling & showing about fishing; telling about quilts, etc.
- **TEAM Illustrated Talks are NOT permitted at the county, district or state levels.**

3. Recitation (Creative Communication):

- The presenter delivers a piece of **pre-written** material. (No original pieces).
- Vocal inflection, body language, mood and tone are used as primary communication tools.
- Props **may not** be used but presenter may use clothing to subtly represent the mood. However, costumes are not permitted.
- Memorization is expected, but notes are permitted.
- **TEAM Recitations are NOT permitted at the county, district or state levels.**

4. Dramatic Interpretation (Creative Communication):

- The presenter or team delivers a re-enactment of a piece of **scripted** material taken from plays, movies, or monologues. (Original pieces are acceptable with prior approval from 4-H Educators.)
- Vocal inflection, body language, mood and tone are used as primary communication tools.
- Props and costumes should be used but should not detract from the strength of the presenter.
- Memorization is expected, but notes are permitted.
- **Team Presentations are permitted at the county, district and state levels. (Maximum 2 presenters per team.)**

5. College or Job Interview by Teen: *Entry in this category requires prior approval by a 4-H Educator and participants are assigned an evaluation time.*

Format & Guidelines for Public Presentations

All types of 4-H District Presentations share the same three-part format: an introduction, body, and conclusion or summary. *The content and presentation techniques used in each part vary somewhat depending on the type of presentation.*

REMEMBER - SNAPPY & CLEVER INTRODUCTIONS!!

Every presentation should strive to have a snappy sentence, quote, question, surprising fact, joke/funny story, personal experience, unusual objects, or dramatic/historical significance to attract the listener's attention. Youth may opt to incorporate their first name, their club name and the number of years they have been in 4-H if they wish, but will not be marked down if they do not. Presentations lacking adequate introduction are automatically marked "Needs Improvement."

- **Demonstrations & Illustrated Talks:** the presenter will begin by introducing his/her topic in a manner that creatively catches the attention of the audience while either stimulating their curiosity or providing information about the subject.
- **Sample (Demonstration) Intro:** (A football is thrown from the side of the room and caught by the presenter who is dressed in a football uniform). "If you have ever watched a football game, you know how important it is for the players to be able to throw and catch the ball skillfully."
- **Sample (Illustrated Talk) Intro:** "Vehicular accidents are the number one killer of youth ages 16 to 20."
- **Creative Communication & Speeches:** the presenter should identify the source of the creative piece and the author and may allude to, explain, or challenge the audience to discover the message it conveys prior to beginning. The setting as well as the presenter's reason for choosing this particular piece may also be included at this point if so desired.

Body: This is the main part of the presentation.

- **Demonstration:** a technique or steps of a process are shown.
- **Illustrated Talk or Speech:** the main points are identified and explained.
- **Creative Communication Presentation:** the creative piece is performed.

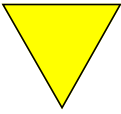
Conclusion or Summary The presenter emphasizes or re-emphasizes the message of the presentation. *Please note that this part of the presentation is called a **summary in a demonstration** or an **illustrated talk** because it calls for a summary of the material presented; and called a **conclusion in a speech, recitation or dramatic interpretation** due to the fact that it requires the presenter to bring his talk to a conclusion. **If not previously noted in the body of your presentation, the summary should contain the sources of information you used for your topic. Recommendations: ages 9-12 years should be prepared to cite at least two sources, ages 13+ should be prepared to cite at least three sources.***

- **Demonstration/illustrated Talk:** the most important steps or points are summarized.
- **Creative Communication Presentation:** The conclusion depends on the type of creative piece and how it was introduced. A conclusion may be built into the piece itself or the message may be emphasized through a simple comment, a brief analysis, an expressive body movement (lowering one's head) or even through dialog with the audience.

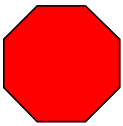
Guidelines for Time Limits

When it appears as if a presenter may go over his/her allotted time, either the Evaluator or Room Host will hold up a warning card (see sample below), to let the presenter know they are almost out of time.

Please Note: The question and answer period at the end does not count towards your presentation time.



Yellow Card @ 12 min (“3-min warning”): Indicates that the summary or conclusion *should begin now*.



Red Card @ 15 min (“Exceeds Time Limit”): Indicates that the summary or conclusion *should be done*. At this time presenter asks the audience for questions.

Definition of Ratings on Evaluation Forms

The primary goal of 4-H Public Presentations is to help youth become more comfortable in public speaking. Public Presentations encourages youth to develop and practice skills in planning, organization, and presenting while sharing information about a topic they have learned. The program also provides youth an opportunity to receive positive critical feedback from trained evaluators. As in all 4-H project work, youth are encouraged to find ways to improve skills each year, to strive for mastery by meeting or exceeding the expectations for their age and experience.

Danish Evaluation System Guides the Markings on the Evaluation Sheets

To encourage youth to focus on the development of their skills and on the commentary provided on their evaluation forms, the Danish evaluation system will be followed but no white-red-blue stickers will be used.. Each presentation will be evaluated against the standard expected for the 4-Her's age and experience.

Evaluators will be instructed to start each evaluation at the “Met Expectations” level and check this column for each category where the child meets the standard for their age and experience.

- **MET EXPECTATIONS:** Indicates youth met expectations for age and experience level.
Evaluators will be instructed to start each evaluation at “Met Expectations” and check this column for each category where the child meets the standard for their age and experience.
- **NEEDS IMPROVEMENT:** If a category needs work, or needs to be improved upon (something may have been omitted), this column should be checked.
- **ABOVE EXPECTATIONS:** A check in this column indicates that youth performed above the expectations for age and experience in the category noted.
- **OUTSTANDING:** Exceptional. Exceeded expectations for age level and experience.

Upon conclusion of their evaluations, presenters will bring the completed evaluation forms to the awards table to receive their certificates and overall ratings.

4-H Public Presentations

Progression Chart

4-H Public Presentations is a progressive program that allows youth participants the opportunity to advance to more challenging levels of evaluation through a coordinated series of events, each taking place in a different setting. ***Each time a presenter is evaluated, they then have an opportunity to fine-tune their presentation before taking it to the next level. The higher a participant advances, the more competitive the program becomes.*** It is through the evaluation process that 4-H members experience mastery, gain valuable skills in listening to the recommendations of others, and continue to develop confidence.

LEVEL 1: 4-H Club / Classroom Presentations

4-H Members begin their public speaking training at the club/classroom level by selecting a topic of interest, preparing a presentation and then delivering it to their peers during a 4-H Club Meeting.



LEVEL 2: 4-H County Public Presentations

All 4-H'ers (5-19 years old) are then invited to give their presentation to a community audience at a county-wide event in front of trained volunteer Evaluators. Evaluators constructively critique each presentation for level of age and experience using the current ratings scale. ***Evaluator must begin at "Met Expectations" and mark up or down as needed.***



LEVEL 3: 4-H District (Regional) Public Presentations

Those youth (ages 9 & up - unless otherwise indicated by your county) who demonstrate readiness for a more challenging presentation, are given an opportunity to advance to the next level – District (Regional) 4-H Public Presentations. ***At this level, using the same – but more polished – presentation***, presenters speak in a public venue, once again being critiqued by trained Evaluators. (Some counties may also invite 4-H Members to give their Public Presentation at their county fair. Please be sure to check with your 4-H Educator). ***District employs higher evaluation standards than County.***



LEVEL 4: NYS 4-H Public Presentations Event

Each year, 4-H teens (ages 13 & up) from every county in NY, who have demonstrated exceptional public presentation skills, are selected to advance to the highest level, and give their presentation at the NYS 4-H Public Presentations Event, which takes place at Cornell University. ***Please Note: Advancing to NYS Presentations is a progressive process and therefore is evaluated on a higher standard than at the District Level.***