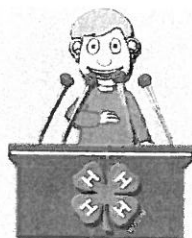


4-H Public Speaking



Public Presentation TIMELINE:

January– Choose your topic, Make your posters, Plan what you are going to say. Attend the Toastmaster Workshops.

February– Practice, Practice, Practice. Attend the Toastmaster Workshops.

March– Club Level Public Presentations– Several clubs will get together and hold a judged event. Youth receiving blue ribbons at the Club Level may advance to the County Level. Leaders should be calling to register their event .

April 27th– County Public Presentations- The top 3, seniors and the top 3, juniors will advance to the District Public Presentation Event. *If you were unable to do your club level Public Presentation, it is possible to present at the April event. But be aware that you will not be eligible to advance to the District Level.* All youth who participate at the County Level in Horse Communications or Public Presentations will have an opportunity to earn a discount trip to Water Safari. Watch future issues of ON THE MOVE for more information.

May 11th District Public Presentations. Location To Be Announced

MAY 18th State Public Presentations Event will be held at Cornell. Each County will be able to send 3 seniors to represent their county. These 3 must have participated in the current year's county and district event.

Check out our website to take a peek at the judging sheets

<http://goo.gl/ENQxV>



Public Presentation Guidelines

When you are putting your Presentations together, please keep these things in mind:

1. Presentations should be a minimum of 5 minutes and a maximum of 15 minutes.
2. Note cards may be used at the discretion of the presenter (if you are planning on competing at the county event you should NOT need your note cards).
3. A poster may be used as an outline. Please remember that if you have a poster you must use it during your presentation.
4. Do not use containers showing brand names. Use a separate container to cover the product name.
5. Source of information must be given.
6. Presenters with special needs have the option of informing the evaluators.
7. Smile evaluators are really nice people and they know exactly how you feel. Evaluator comments are to help you, not criticize you.
8. Be sure you speak loud enough for the judges to hear you.
9. When you are asked a question by a judge, be sure that when you respond you repeat the question so that other members of the audience know what you are commenting on.

Food Demonstrations

1. Long hair must be secured or in a net.
2. Actually measure at least two ingredients (1 dry, 1 liquid) the others may be pre-measured (presenter must state that the ingredients have been pre-measured).
3. Use transparent containers.
4. If you are using a mixer, a towel under your bowl will deaden the sound.
5. Include nutritional, storage, buying, or other information as well as "how to". Have recipe copies available for the audience.
6. Gloves must be worn for all food preparation/ demonstrations (this means all food whether for animal or human consumption). HINT- those big plastic gloves can be very difficult to work with. Try putting some rubber bands around your wrists to help hold them in place.
7. Wear clothes appropriate for the kitchen. Aprons are

4-H PUBLIC PRESENTATIONS

Types of Public Presentations - Guidelines for Youth Presenters

4-H Presentations (9 - 19 Year Olds):

Time Limit: 5 to 15 Minutes

(Varies depending on Age & Experience Level)

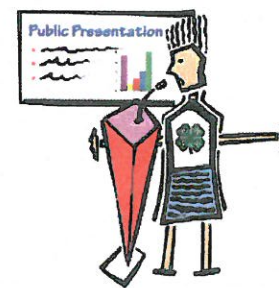
1. Demonstrations: (Show How)

- 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. Be sure to review the Introduction Guidelines.
- This type of presentation usually includes a completed product and/or posters, which list the ingredients or give background information.
- Some examples may 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.
- **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 if they choose.
- Team Demonstrations are permitted

2. Illustrated Talk:

- The presenter tells a story, or informs audience about something. Be sure to review the Introduction Guidelines.
- 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 and showing the importance of good nutrition; telling and showing about fishing; telling about & showing quilts, etc.
- Teams presentation are NOT permitted

(Please Turn Over)



3. Recitation (Creative Communication):

- The presenter delivers a piece of **pre-written** material (No original pieces). Be sure to review the Introduction Guidelines.
- 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 presentations are not permitted.

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). Be sure to review the Introduction Guidelines.
- 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. (Maximum 2 per team)

Cloverbud Presentations (5 - 8 Year Olds):

Time Limit: 1 to 8 Minutes

(Varies depending on Age & Experience Level)

1. 4-H Pledge

2. 4-H Creed

3. Show & Tell / Demonstration

* This is from Putnam County 4-H.

Progression and Age-group Expectations

Approximate Age/Grade	Presentation Type	Comments and Expectations
Young Cloverbuds Grades K-1, Ages 5 & 6	Show-and-Tell	This is a lead-up activity that “readies ” the young Cloverbud for participation in the Public Presentation program. The show-and-tell is not evaluated but a dialogue between the member and either an adult or teen listener takes place providing motivation and praise. Emphasis is on self-expression and helping the member feel comfortable speaking to a small group of peers and adults.
Cloverbuds Grades 2-3, Ages 7 & 8	Show-and-Tell Demonstration	♦“First-timers” are advised to do the Show-and-Tell. Cloverbuds who have already had a positive show-and-tell experience and/or feel confident about trying a Demonstration may do so. Although the three parts of a presentation are learned at this level, focus is still on helping the member to feel comfortable. Cloverbuds are not expected to do a polished job. A special Cloverbud Comment Sheet is used; no ratings or scores are given. The evaluator encourages and coaches in a highly positive manner.
Grades 3-6, Ages 9-11 (in some cases an 8 yr old or 3 rd grader may be a 'regular' 4-H'er)	Demonstration Illustrated Talk	♦♦Emphasis is now shifted to the Demonstration format and some of the finer points of organization. The member is expected to both show how and explain why . The member should know enough background information to answer reasonable questions. Members who have done well with Demonstrations are encouraged to try an Illustrated Talk.
Grades 7-9, Ages 12-14	Demonstration Illustrated Talk Creative Communication	Training emphasizes format, presentation technique and showmanship equally. Presentations are expected to be informative, well organized and presented in an interesting manner. Members who have done well with Demonstrations are encouraged to try an Illustrated Talk or Creative Communication presentation.
Grades 10-12, Ages 15-19	Demonstration Illustrated Talk Creative Communication Formal Speech	Experienced teens should be able to deliver a polished and professional Demonstration. They are encouraged to try one of the other presentation types if they have not already done so. Training emphasis is on delivery and showmanship since format and organization should be second nature by now. The formal Speech is an appropriate challenge because the speaker has nothing but his/her own voice and body to retain audience attention and communicate the message.

♦ This is highly dependent on the individual child.

♦♦ Members sometime choose to do an Illustrated Talk over a Demonstration.

A Message to 4-H Public Presentation Evaluators

Evaluation is the connecting link in the chain of learning experiences that convert the unsure to self-assured, and the awkward to polished presenters. It is the end of one “learning by doing” cycle and the start of the next through which 4-H members strive to “make the best better.”

Your role is an important one. **What** you say and **how** you say it affects both the learning and the self-concept of the member. Your influence will be most positive when:

- ◊ You understand the purposes and goals of youth development programming;
- ◊ You understand the developmental stages of youth and respect the capabilities of each;
- ◊ You are positive and encouraging when coaching youth, able to challenge them to improve without discouraging them;
- ◊ You know the standards and expectations against which to measure youth presentations;
- ◊ You enjoy working with youth and want to make a difference in their lives.

This guide presents the basic information you need to become an effective 4-H Public Presentation evaluator. Attending an evaluator training workshop will help you to further understand the expectations for youth of different ages, to hone your coaching skills, and to learn how to use the evaluation forms as effective teaching tools.

The 4-H Youth Development Staff appreciates your willingness to share your expertise with young people. We thank you for investing the time to help our 4-H members grow in confidence and competence.

Oral communication is a complex matter. It involves the accurate use of vocabulary and grammar, the ability to grab and retain audience attention and the use of a variety of techniques and tools to help deliver the message. These are all affected by the personality, confidence and self-concept of the presenter. No matter how well planned and practiced a presentation may be, it will not communicate effectively unless the presenter is comfortable in front of the audience and allows his/her personality to shine through. Therefore, the progression of learning experiences in the 4-H Public Presentation Program starts and ends with a focus on the personal aspects of presentation. The technical aspects are emphasized during the middle years of participation in the program. This progression is outlined in the chart on page 6.



CLOVERBUD
SHOW AND TELL

A Question I Had Which
Was Answered . . .

If You Share This Again . . .

I Liked . . .

For the Next Time . . .

In Addition, I Want You to Know That . . .

It Would Be Better If . . .

Tips for Public Presentations

The four P's of Public Presentations...

Pick a topic:

That you like,
That you want to know something about,
That you want to share with others.

Prepare an outline:

Introduction- Greet your audience and grab their attention and interest. Tell them what you will be demonstrating and why you are interested in the topic.

Body-Present the facts and information in an orderly and logical sequence. Explain what you are doing and why.

Summary-Briefly restate the main points of the presentation. Give sources of information. Be sure to ask the audience if they have any questions.

Practice practice practice:

So your presentation will be smooth and natural.

Present:

Dress neatly. Food demonstrators should wear short sleeves, gloves, and have their hair pulled back with a hair net, scarf, or chef's hat.

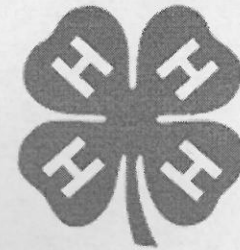
Be sure that everything is in place before you begin.

Work quickly but neatly.

Look at the audience, not down at the demonstration table or at your notes too often!

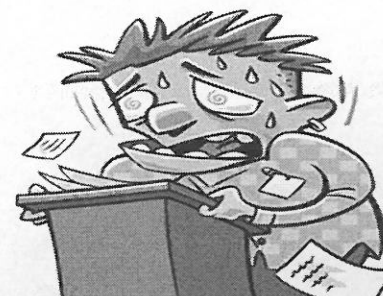
Smile, relax, and enjoy what you are doing.

Speak naturally in a clear, loud voice so that the whole audience can hear you.



Important Reminders/Guidelines for 4H Public Presentations

- Research your topic-include interesting information and facts.
- Presentations should be a minimum of 3 minutes for Cloverbuds. They should be at least 5 minutes for traditional members and advanced members should not exceed 15 minutes.
- Juniors and Seniors that have done Public Presentations before should give more information than beginners.
- Try to avoid notecards, this can be achieved by **practicing** your presentation.
- You are allowed to use a poster as an outline, but please remember you must use your poster in the presentation.
- Don't forget your supplies, make a list of the equipment you will need.
- **For Food Demonstrations**
 - Keep long hair secured or in a hair net.
 - Measure at least two ingredients (1 wet and 1 dry), the rest can be pre-measured. The presenter must tell the judges at the ingredients have been pre-measured.
 - Use clear containers
 - If you use a mixer, placing a towel under the bowl will muffle the sound.
 - Be sure to include nutritional, storage, buying, or other information, as well as the "how-to". Be sure to have copies of the recipes available for the audience.
 - You must wear gloves for all food preparation/demonstrations (this goes for human food or animal food).
 - Be sure to wear clothes that are appropriate for the kitchen, aprons are optional.
 - Bring a table covering and cleaning supplies if your presentation will be messy.
 - Where helpful, use sharply contrasting materials so it is easy to see what you are doing.
 - Don't use containers that show brand names, either use a different container or cover the name. Be sure to label all of the products.
 - Loosen or remove lids before starting.
 - Tape a paper lunch bag to the back of the table for garbage during your presentation.
 - You must use a damp cloth or a sponge to wipe your fingers and any spills.
 - Describe what you are doing, explain to the judges and the audience why you are doing something.
 - If you get nervous, take a few deep breaths just before it is your turn.
 - Keep the area in front of you clear so that your audience can see what is going on.
 - Be sure to talk to the audience-talk clearly and loudly so everyone can hear you. Be sure to practice this skill before presenting.
 - Don't ruin the ending- keep your final product out of sight until you are ready to show it.
 - Take the time to clean up and cover any trays before you give your summary and present the finished product.
 - Be sure to tell everyone where you got your information.
 - Be sure to SMILE! The judges are all nice people and they understand how you feel. Many of them have been through this too.
 - The judges' comments are meant to help you-NOT criticize you.
 - No matter what award you get, try again next year. It gets easier each time, and as it becomes easier you'll get better.



IMPORTANT REMINDERS/GUIDELINES FOR 4-H PUBLIC PRESENTATIONS

<ol style="list-style-type: none"> 1. Research your topic—include interesting information and facts. 2. Presentations should be a minimum of 3 minutes for Cloverbuds, 5 minutes for traditional members and maximum 15 minutes for the more experienced. 3. Experienced presenters should be able to give more information than beginners 4. Note cards should be avoided – PRACTICE IS THE KEY. A poster may be used as an outline. (Please remember if you have a poster you <u>must use it</u> during your presentation). 5. Don't forget any supplies - make and keep a list of equipment. 6. PRACTICE standing straight and tall on both feet – dress appropriately for your topic and be well groomed. 7. For food demonstrations: <ul style="list-style-type: none"> Long hair must be secured or in a net>. Actually measure at least two ingredients (1 dry, 1 liquid), the others may be pre-measured (presenter must state that the ingredients have been pre-measured). Use transparent containers. If using a mixer, a towel under your bowl will deaden the sound Include nutritional, storage, buying or other information as well as "how to." Have recipe copies available for the audience. Gloves must be worn for all food preparation/demonstrations (this means ALL foods whether for human or animal consumption). Wear clothes appropriate for the kitchen. Aprons are optional. 8. Bring a table cover and cleaning supplies if your presentation is messy. 9. Where helpful, use sharply contrasting 	<p>materials so it is easy to see what you are doing.</p> <ol style="list-style-type: none"> 10. Do not use containers showing brand names – use separate container or cover the product name. Label products – "glue", "flour", etc. Loosen or remove container lids before starting. 11. Tape a paper lunch bag to the back of the table for garbage during your presentation. 12. Arrange trays neatly, with taller items toward the outer edge of the tray. 13. A damp cloth or sponge to wipe spills and fingers is a must. 14. Describe your motions and procedures – tell why something is being done. 15. If you tend to get nervous, take a few deep breaths just before your turn. 16. Keep the space in front of you clear, so the audience can see what you're doing. 17. Talk to the audience, not the table!!! Speak clearly so everyone can hear and understand (best solution... PRACTICE!) 18. Keep finished product out of sight until you plan to show it. 19. Take time to clean up and cover trays before giving your summary and presenting the finished product. 20. Give sources of information. 21. SMILE!! Evaluators are really nice people and they know exactly how you feel. Many of them have been through it too... or wish they had! 22. Evaluators' comments are to help you – NOT criticize you. <p>No matter what award you receive, try again next year – it is a great experience and it gets easier each time.</p> <p>Anyone who does a PUBLIC PRESENTATION is a winner!!!</p>
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4-H is a community of young people across America who are learning leadership, citizenship, and life skills.