



County Guidelines for 4-H Public Presentations

CLUB: _____

MEMBER NAME: _____

PUBLIC PRESENTATION PLANNING WORKSHEET

I think a great topic to do my presentation on would be _____

Some title ideas could be 1. _____

2. _____

3. _____

INTRODUCTION

Includes: _____

BODY

Key points you want to present:

- _____
- _____
- _____



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SUMMARY

Review main points:

Any questions? _____

Sources of information. Where you found information for your presentation. A good idea is to have a resource to show such as a book. It helps you to remember to include it in your presentation. Also, if you use the internet you must say the entire website address as your source of information.

CLOSING: _____

ENDING:

Be sure to say “thank you” at the end of your presentation and “are there any questions.”



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Presentations

The purpose of this program is: To emphasize the importance of Communication

Skills – building poise and self-confidence to develop the ability to think and speak with ease in front of people.

- To provide the opportunity to gain insight by being at another level of evaluation, which can lead to reassurance about the work that has been done as well as help improve your speaking abilities.
- To be exposed to and learn different techniques used by other speakers.
- To provide an opportunity for a higher level of competition beyond the county level. (District)

At the county and district level, the following types of presentations will be accepted for evaluation:

- An *Illustrated Talk* is a speech with visual aids; knowledge is the end product. This shares an evaluation form with the Demonstration Presentation.
- A *Demonstration* shows the audience how to do something with the help of visual aids. There is an actual finished product made in the presentation. This uses the same evaluation form, as the Illustrated Talk.

- A *Public Speaking Presentation* is a formal speech to inform the audience; no visuals are used and this type has its own evaluation form.
- An *Impromptu* is a formal speech that is prepared immediately before the presentation within a limited amount of preparation time (20 minutes) after being assigned the topic. Impromptu's have their own evaluation form with emphasis on the skill of speaking and thinking "on one's feet."
- A *Reading or Recitation* is the reading or acting out a written work. It also has its own evaluation form with emphasis on assisting the audience to understand the meaning and feeling behind the work.
- A *Team Demonstration* is similar to a Demonstration, except 2-3 members work jointly to finish a product.
- A *Dramatic Interpretation* is where the presenter or team delivers a re-enactment of a piece of scripted material. This should include props and costumes.



County Guidelines for 4-H Public Presentations



Basic Guidelines

1. Presentations should be a minimum of two minutes and a maximum of 15 minutes with the exception of those youth who are doing an impromptu presentation, then the presentation should be at least three minutes and no longer than eight minutes.
2. Note cards need to be used appropriately. They are to be used as an outline or for specific factual information. They are not to be read from or depended upon. They should not interrupt the flow of the presentation. If you have memorized the presentation or can follow along with your posters, you should not have to have note cards.
3. Presenters will have to supply all their own materials. Tables and easels will be available.
4. Presenters should be well groomed. If your attire is an integral part of your presentation, then you should mention your dress in your opening introduction. No faded, or torn jeans and slogan t-shirts, please.
5. Do not use containers showing brand names. A separate container may be used or just covering the name with tape or paper would be sufficient. Example: cover up the label to just say “peanut butter.”
6. When answering questions, at the end of the presentation, the demonstrator should repeat the question before giving the answer. This helps everyone in the room to hear the question.
7. The sources of your information must be given. If you included it during the introduction and body of the presentation, it needs to be restated at the conclusion of the presentation. If you used the Internet, you need to share the specific website. To say the Internet, would be similar to saying the library. We would want to know what specific book or website you used for your information. If an individual wished to learn more about your topic the sources may help them.
8. Presenters are encouraged to have the evaluator be aware of any handicaps, special limitations or challenges so that the evaluator can appreciate the effort that was needed for the completion of the presentation. Contact the 4-H office for more information if this pertains to your presentation.
9. **SMILE!** Judges are really nice people and they understand how you feel. They are there to help you, not criticize you.

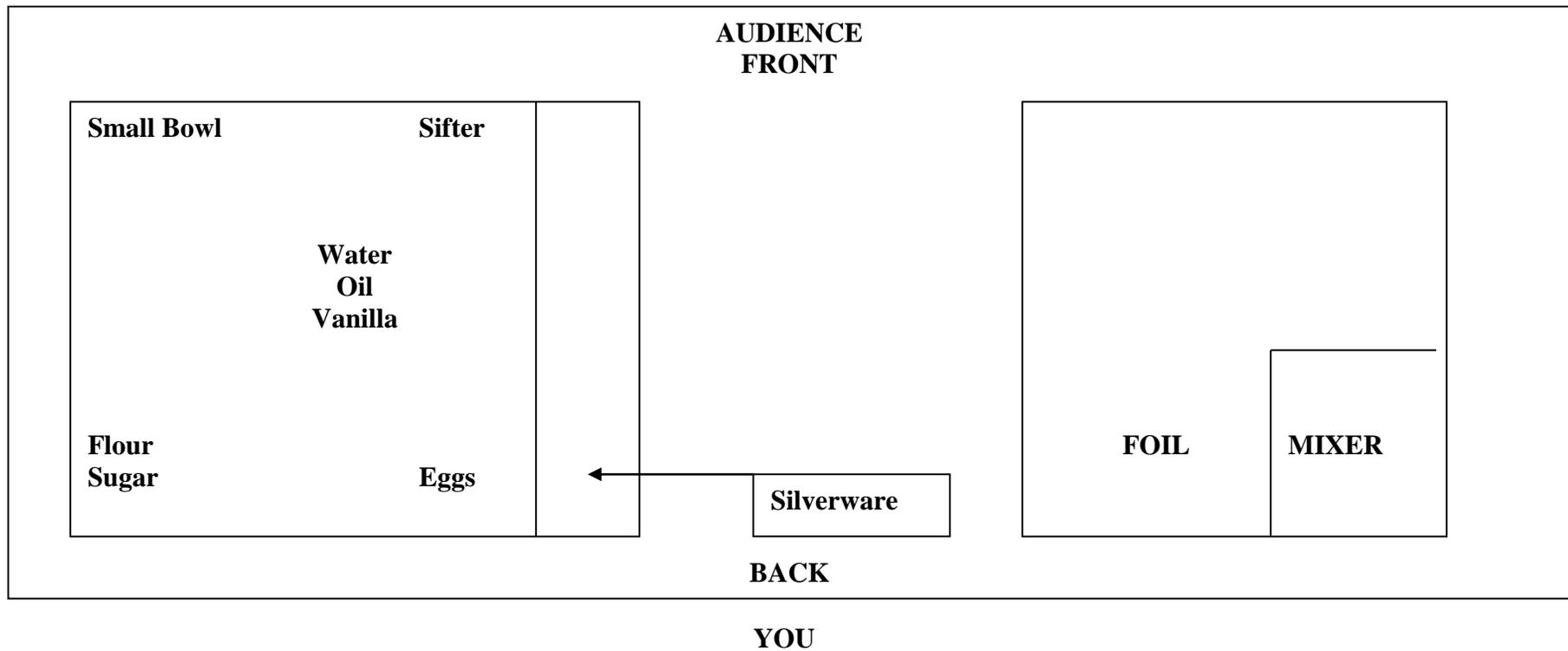


County Guidelines for 4-H Public Presentations



Suggested Preparation for Demonstrations

First, you will need two trays that will hold your equipment both before and after your presentation.. If you do not have trays, use cookie sheets. Place all of you ingredients and equipment on one tray and move them to the other tray when you are done using them. You can work from either left to right or right to left.



At the presentation, you will have a work area of about 3-4 feet on the table. Be prepared to work in this amount of space. Practice using this much space at home. This is one way your tray set-up might look like. However, there is more than one way to establish the organization of your trays. The important point is to be sure there is an organization plan so that you know where all of your materials and equipment are during your presentation. You need to make the plan work for you. Also, be sure to stand straight and tall and on both feet. Your posture will help your excitement of your presentation.



County Guidelines for 4-H Public Presentations



DEMONSTRATION GUIDELINES (including food presentation suggestions)

1. Long hair must be secured.
2. Before starting a food presentation, you must wash your hands. You may wash them with a wet cloth or mention that you have already washed your hands as you start the food preparation presentation. A wet cloth or sponge would be good to have during the presentation so you have it to use. You may wear plastic gloves if you choose to.
3. Wear clothes appropriate for the kitchen. Wear an apron. It is best if you wear short sleeves and no jewelry as you demonstrate.
4. Arrange trays from tallest containers near you or at the outer edge of the tray so that you can work easily.
5. Cover your work area with wax paper or plastic wrap for the easiest clean up. Use a cutting board if needed.
6. Tape a small paper bag to the table to put your garbage in as you go along. Eggshells are a good example of trash that occurs during a presentation. This should also be done for craft presentations where you are creating scraps that need to be thrown away.
7. Label all ingredients – front and back. Be sure you have covered up any brand names. Loosen or remove all lids before starting.
8. Use clear glass bowls so audience can see what you are making. Grease any pans ahead to save time.
9. Bring extra eggs. Crack each egg into a separate cup, before adding to the mixture.
10. Presenter needs to actually measure at least 1 dry ingredient and 1 liquid ingredient during the presentation. All other ingredients may be pre-measured. Remember to tell that these ingredients have been pre-measured and give the amount needed.
11. If using a mixer, place a towel under the bowl to deaden the sound. Scrape bowls and jars completely with a rubber scraper. Hold the mixing bowl towards the audience when scraping. Don't leave the beater of the mixer to drip. Clean batter from a spoon or beater with taps on your hand or rubber scraper, not the edge of the bowl. Unplug it and set aside.
12. Keep talking while you mix or do your presentation. Include nutritional, storage, buying or other information as well as "how to."
13. Be sure to present your finished product at the end of the presentation. You can display it during your talk or keep it out of site for suspense.
14. Have copies of the recipe for the audience. Due to food safety issues, you do not have to offer any food samples to the audience or judge.