

# **Tompkins County 4-H**

## **Public Presentations Program**

### **Presenter Guide**



**Cooperative Extension**  
**Tompkins County**

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# What is the 4-H Public Presentation Program?

## Overview:

4-H Public Presentations is a program in which youth learn to create a presentation and develop the skills needed to present before an audience. They learn about the research process and the steps needed to organize information into an interesting and creative presentation.

Youth learn about the varied purposes of presentations and how to tailor their presentations appropriately to fit their intentions. Beginners are encouraged to select simple topics with which they are extremely comfortable, so that the presentation process is the focus of their learning without the stress of learning about an unfamiliar topic.

As youth progress and grow each year, they are challenged to try one of the more difficult types of presentations, to use more advanced technology in their presentations where appropriate, and to venture into unfamiliar topics or presentation styles.

## Presentation Days/Events

- **Pre County Day: February 29, 2020 9am-11am, Bethel Grove, Brooktondale:** County-wide event designed to give presenters a chance to give their presentation before evaluators in order to receive affirmation and constructive feedback. No numerical scoring is used. Strengths and weaknesses are shared with youth. Youth present in order of arrival and can leave following evaluation consultation. Pre-registration required. All presenters are required to attend this event in order to present at County Day.
- **County Day: March 14, 2020, 9am-12:30pm, Lansing Middle School, Lansing:** A county-wide event at which junior and senior presentations are given numerical scores and feedback provided by two evaluators. High scoring youth age 11+ are eligible to have the opportunity of presenting at District Day. Cloverbuds are welcome to give their presentations at County Day. Ribbons and medals awarded during closing ceremony. Everyone is highly encourage to stay for the whole event. It is a great learning opportunity to watch the presentations of the other youth and celebrate the wonderful accomplishments. Registration is required; Rooms are assigned.
- **District Day: March 28, 2020:** A south-central NY district-wide event. Presenters selected by each county are scored numerically. Based on scores, senior presenters are selected to go on to the State Event
- **4-H Communication Institute (State Event):** Participants receive both peer evaluations and an overall evaluation. The emphasis will be on skill-building and this will be encouraged through the peer and group evaluation process as well as the three workshop tracks offered.

## Age Categories

Presenters are divided into three age categories:



Age	Presentation Time Limits
Cloverbud Ages 5-7	3-7 minutes
Junior Ages 8-12	5-15 Minutes
Senior Ages 13-18	5-15 Minutes

## Types of 4-H Public Presentations

Demonstration\*\* - The presenter **shows and explains how to do or make something** (how to juggle, do basic dance steps, build a kite, make cookies, care for a pet, etc.). Appropriate equipment, models or illustrations, posters/visuals are used as needed to explain information being conveyed and to show the steps in the process being demonstrated. It is sometimes necessary to show a larger scale replica of something that is too small for the audience to see. A finished product is shown.

Illustrated Talk\*\* - The presenter uses visual aids to **tell about the topic**. The effective use of charts, pictures, posters, slides, PowerPoint slides, overheads, graphs, examples, models etc. play a major role in communicating the presenter's message.

Formal Speech - The presenter aims to **persuade, motivate or inform the audience without the use of visuals**. Proper use of note cards is acceptable. In this category, the presenter chooses and researches a topic of choice. Depending on the topic chosen, the presenter chooses a format (persuasive, motivational, or informative) that best suits what is to be conveyed to the audience. For example, if the topic is censorship of literature, the presenter can choose to inform the audience about this topic, persuade the audience of his convictions, or motivate the audience to take a more active role in making current changes in this arena. A Speech is written in the presenter's own words, however, poetry, quotations, humor, or imagery may be incorporated to command attention or emphasize a point.

Creative Communication bridges the gap between message-delivery and the performing arts. Art forms such as Recitation, Dramatic Interpretation, puppetry, skits, clowning, singing, music, and story telling are used as the vehicle for conveying a message. Currently Recitation and Dramatic Interpretation (as defined below) are the only subcategories under Creative Communication being evaluated at the state level.

Recitation - The presenter, with the use of vocal inflection and body language as communication tools, **delivers his/her rendition of a piece of pre-written** material. Props should not be used, but appropriate dress to subtly represent the character or mood of the written piece is acceptable. Dress should not overwhelm the oral presentation. Memorization is expected, but proper use of notes is permitted either in the form of note cards or a book. This area is not intended for presentation of original pieces of material written by the presenter.

Dramatic Interpretation - The presenter or team of two delivers a **re-enactment of a piece of scripted material**. The content can be taken from plays, movies, sketches, or monologues--dramatic or comedic. This form of presentation, by definition, should include props and costumes. Props need to be simple and minimal, not detracting from the strength of the presenter(s). Original pieces written by the presenter(s) are accepted in this category, but 4-H educators should monitor appropriateness of presentation.

*\*\* First-time presenters should begin with one of these types of presentations*

# Basics of putting together a Level one presentation

## **Introduction of the Presentation (Top Bun)**

The presenter will begin their presentation by introducing the topic in a manner that creatively catches the attention of the audience while stimulating their curiosity and motivating them to think about the subject to be presented. Use of the Title can be a part of this introduction.

*Introductory Statement:* A question, joke or something that is interesting to your audience.

*Personal Information:* My name is.... I am \_\_ years old. I am a member of ..... This is my first presentation.

*Title of presentation:* Today I am doing to talk about .....(reference title poster)

*List main points:* I am going to tell you about.... (all the main points)

## **Body (Burger)**

This is the main part of the presentation. In a Demonstration a technique or steps of a process are shown. In an Illustrated Talk, the main points are identified and explained. Tell the audience about your topic.

*Present information in a logical order. Tell your audience: First, I'm going to talk about.... Now, I want to tell you about..... Finally.....*

Remember, use your note cards and posters, plus any visual aids as you tell us about your topic.

## **Conclusion or Summary (Bottom Bun)**

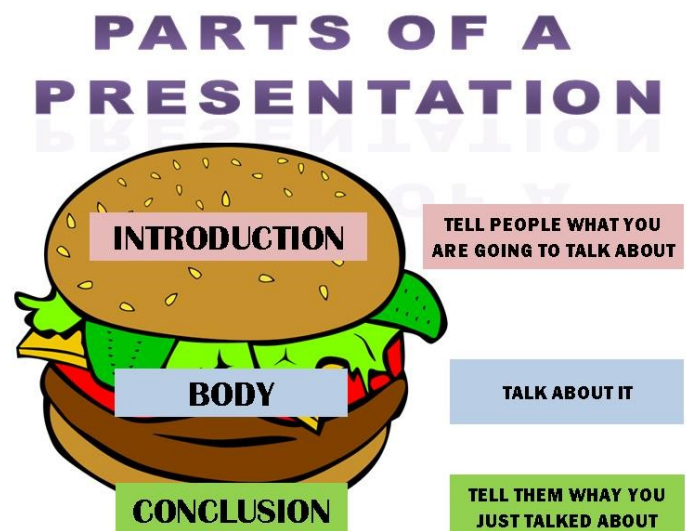
The presenter emphasizes or re-emphasizes the message of the presentation. In a Demonstration the most important steps are summarized. In an Illustrated Talk the presenter concisely recaps the message of the presentation or draws conclusions.

*In summary, I've told you about..... (restate title)*

*I've told you about .....(tell the audience again what the main points were, just as you told them in the introduction.)*

*I got my information from.....(show and tell sources)*

*Are there any questions?*



## Selecting a Topic for your Presentation Worksheet

LIST THREE HOBBIES:

1.

2.

3.

LIST THREE THINGS ABOUT WHICH YOU ARE CURIOUS:

1.

2.

3.

LIST THREE THINGS ABOUT WHICH YOU KNOW A LOT:

1.

2.

3.

LIST THREE FAVORITE SCHOOL ACTIVITIES, 4-H PROJECTS OR OTHER  
ACTIVITIES YOU ARE INVOLVED IN:

1.

2.

3.

# Posters, Power Points and Visual Aids

## General Tips in Making Posters

- Use heavy weight poster board that does not bend or buckle easily, or use foam core poster board.
- Avoid using a tri-fold (science fair type) poster board for your demonstration. These boards exhibit all your visual information at once, so rather than focusing your audience's attention, the visual aid actually distracts your audience from what you are saying.
- If possible, have all posters oriented the same way to avoid having to turn posters during the presentation.
- Anything attached to the poster should be glued on very well with no loose edges.

## Neatness Counts

### Size

- **Make sure your posters/slides\*** can be read easily.
- Letters should be large enough to be read from 20 to 30 feet away (usually 1 1/2 to 2 inches high).

### Spacing

- Leave enough space around the edge of the poster/slide and between words and graphics so it does not look too crowded.
- Take special care to leave extra space at the bottom. Easels often have a ledge on them that may cover words written too close to the bottom.

### Easy to Read

- Your poster/slide may be beautiful, but can your audience read it?
- Use capital letters for emphasizing an important phrase or word, but do not use them for your entire poster.
- Do not overcrowd. Write key words on the poster/slide rather than the entire script!
- Save fancy or script letters for catching the reader's attention, but do not use them for all the lettering. Double check fonts for ease of reading.
- Space lettering carefully. Your poster/slide will be difficult to read if the letters are spaced too close or too far apart.
- Contrast is important. Use dark lettering on a light background and light lettering on a dark background.
- A combination of upper and lower case letters is easier to read than all capital letters.

### Color

- Smart use of color can really make posters/slides more attractive and help gain your audience's attention. However, color used incorrectly can make your posters very difficult to read.
- Avoid light, pastel colors (pale yellow, pink).
- Decide on a color scheme and carry it throughout your presentation.
- Color combinations make a difference. Scientists have studied different color combinations and found that deep red and green on white, black on white, yellow on black, and white on dark blue or black are very effective. Avoid such combinations as blue on orange, red on green, purple on yellow or vice versa.

\*Slide refers to a PowerPoint slide.

## Creative Touches

- Have fun with your posters/slides and let your imagination run wild!
- Clever title presentations help you get your audience's attention. "Fit for the Fair" will attract more attention than, "How To Wash and Groom a Lamb for the County Fair."
- Titles should be short and catchy.
- Velcro can be used to attach objects or signs to your main poster during the demonstration.
- Borders are an easy way to pull together a color scheme.
- Artwork is an excellent way to add interest to your posters/slides.
- Interactive and/or moveable parts can be attached to the poster to add dimension and creativity.

## Number of Posters/Slides

- Use the number of posters/slides you need to effectively get your point across. Do not use a lot just for the sake of having visual aids. A typical demonstration or illustrated talk will utilize:
  - \* *A title poster/slide*—a very eye-appealing poster/slide that includes the title of the demonstration or illustrated talk.
  - \* *Body*—two to three posters/slides covering the main points of the demonstration. These may include recipes, step by step procedures, nutrition charts, maps, diagrams, etc.
  - \* *Summary poster/slide*—a poster/slide that lists the main points of presentation that is used during the summary.

## General Tips in Using Posters/Slides

- It is easier to pull posters from behind to the front during the presentation.
- A pointer is a good tool to use during your demonstration to refer to key points during your demonstration.
- Avoid facing your poster/slides when talking. Angle your body so you can glance at your them, but also be able to look at your audience.
- For PowerPoint slides be consistent and simple in your slide and text transition.

Resource:

National 4-H Council (1995). Making Posters.

Excerpts from the New York State 4-H State Level Guidelines and Evaluator's Guide



## Helpful Hints and Tips

### *Tips for All Presenters*

#### *Delivery*

- Practice as often as possible with all of your materials/visuals in front of family/friends
- Practice making eye contact with your audience and fielding questions
- Make sure you are speaking loudly enough to be comfortably heard
- Practice speaking slowly and clearly
- Practice letting your enthusiasm for your topic show!

#### *Appearance*

- Dress appropriately for your presentation
- If you have an outfit or an article of clothing that matches your topic, wear it\*
- Make sure your hair is kept out of your face
- Do not let your clothes distract the audience from your presentation; your appearance should complement the presentation you give.

\*If giving a Recitation, remember: no costuming!

### *Tips for Cooking Demonstrations*

- Wear an apron or some kind of protective clothing. This helps keep you clean and makes your presentation look professional.
- Cover your work area with a tablecloth or cover of some kind. This gives you a clean space to work on and makes clean-up easier.
- Before you handle any food in your presentation, do or say something about washing your hands.
- Use a damp cloth, wipe, or hand sanitizer or explain that you washed your hands before you started.
- Cover any product labels on your ingredients that may be visible to the audience. This keeps the focus on you!
- Consider pre-measuring ingredients to make your cooking process more efficient.
- You are welcome to offer samples of what you make to the two evaluators at the end of your presentation. Because of health-code restrictions, you cannot offer samples to the whole audience as part of your presentation.

### *Tips for Senior Presenters (Age 13+)*

- Instead of including personal introductory information in your presentation (your name, club, etc.), write that information down on a 3x5 card and give it to your room host to read before your presentation begins.
- SAMPLE:

*This is Jane Doe. She is 15 years old and a member of the Sustainable Citizens 4-H Club in Tompkins County. She has been in 4-H for 8 years, and this is her 7th presentation.. Today, she will speak about “Manipulated Munchies: The Science of Snacks.”*

- When you field questions, restate the question before providing an answer. This is standard practice at the State Event.



## **Dramatic Interpretation**

Do	Don't
Consider costuming/props	Distract your audience with you costumes/props
Consider the opportunity to share your own work	
Define character changes	
Use your space well	
Use your introduction and conclusion to frame and support your piece	
Consider making it a team presentation	

## **Recitation**

Do	Don't
Incorporate subtle, supporting gestures	Use Props
Use your voice to set the tone and mood of your selection	Recite original work
Dress nicely, in a way that is not distracting	Wear costumes
Define character changes	Let your introduction/conclusion detract/distract from your selection
Use your space well	Do team recitations
Use your introduction and conclusion to frame and support your piece	
Decide if your selection needs a conclusion	

## **Illustrated Talk**

Do	Don't
Use your presentation to tell “about” something	Demonstrate how-to
Posters: neat, clear, minimal text	
Have a title poster and as many other posters as you need	
Refer to your posters during your presentation	
Dress appropriately for your topic	
Have visual aids/props	

## **Demonstration**

Do	Don't
Create a finished product	Have any “dead air time”
Assemble materials in logical order	
If doing a cooking project, speak to a PDC member for specific guidelines	
Posters: neat, clear, minimal text	
Have a title poster, a materials poster, and a “steps” poster, at minimum	
Refer to your posters during your presentation	
Dress appropriately for your topic	

# Resources

## Websites:

<http://ccetompkins.org/4-h-youth/activities-events/4-h-public-presentations>

## Tompkins County 4-H Public Presentations Program Planning and Development Committee (PDC)

This committee meets throughout the year to discuss, organize, and refine the Tompkins County 4-H Public Presentations Program. This includes planning the Annual Kick-Off Workshop, organizing the Presentation Prep Day and County Day events, recruiting evaluators, holding evaluator trainings, developing materials and resources for evaluators and presenters, and more.



### Want help with your presentation?

Members of the PDC available to schedule personal, one-on-one meetings with youth or clubs who would like support in creating or refining their presentations.

***New Presenters:*** Get one-on-one support and guidance through the presentation-creation process!

***Experienced Presenters:*** Get personalized feedback to help you take your presentation skills to the next level!

***4-H Clubs:*** Hold a whole-club public presentations workshop!

### Interested?

Call the 4-H Office at 272-2292, ext. 139 or email Athena at [ahs38@cornell.edu](mailto:ahs38@cornell.edu)



### Current PDC Members

Sharon Lampman

Dianne Walter

Beth Larson

Carly Jo Hosbach

Karen Barden

Megan Tifft

Athena Steinkraus

*4-H & Family Issue Leader*

*4-H Administrative Assistant*

