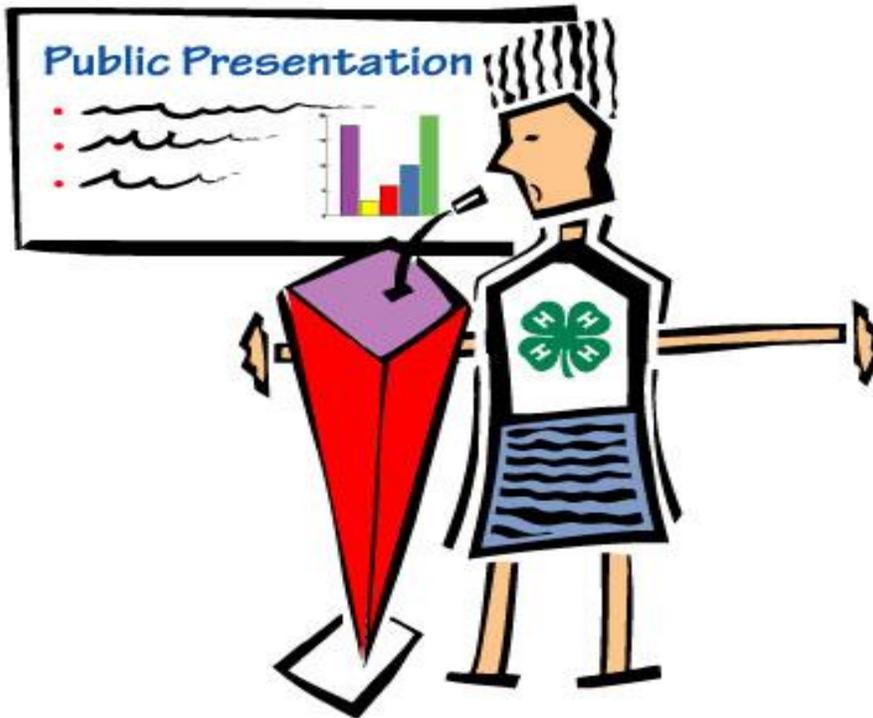


CCE RENSSELAER COUNTY 4-H **PUBLIC PRESENTATIONS**

4-H PRESENTER'S GUIDE



Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

4-H Public Presentations Presenter Guidelines



To some people, the thought of preparing a speech and delivering it to an audience is often considered a fate worse than death. However, 4-H Members have an advantage in public speaking because they are given the opportunity to develop their speaking and communication skills through 4-H Public Presentations. This public speaking event is one of 4-H's most beneficial and rewarding experiences. It is the program most often credited by 4-H alumni as having given them an edge above their peers in both college and professional careers.

RECOGNITION: After you complete your presentation you will be invited to visit with your evaluator(s). When you are finished in your classroom, return to the registration table to receive your certificate.

CREATIVE INTRODUCTIONS: You should begin your presentation by using a *CATCHY, CREATIVE 'introduction'*, such as a quote, a witty remark, personal experience, question or a surprising fact. You do not need to state your name, club, and years in 4-H or how many presentations you have done in the past. You can do so if you like, but it is NOT mandatory. Those who do not have a "snappy intro" will automatically receive a "Needs Improvement" rating in that category. **** Speeches, Recitations, Dramatic Interpretations and Interviews are exceptions to this rule.**

CITING SOURCES: Presenters are required to cite sources. Presenter may SAY IT, BRING IT or SHOW IT. Verbal citing of sources should be done at the conclusion of presentation and is not included within the time limit. Presenter may also show their sources by displaying them on the table and directing the evaluators and audiences' attention to them. An automatic 'Needs Improvement' will be given if sources are not cited, or if the minimum number of sources are not provided. A 'Met Expectation' rating will be given for following the guideline. **Ages 9-12 yr old = (2+) sources; Ages 13+ = (3+) sources.**

TECHNOLOGY: Be prepared for technology NOT to work. We cannot guarantee a flawless technological system. Do not assume that WiFi will be available. The use of technology is at your own risk and responsibility. Be prepared to deliver your presentation without the use of technology.

LIVE ANIMALS: Small animals are permitted if they can be transported in carry kennels. Please be prepared to clean up after your animal if necessary!

EQUIPMENT: Bring all the equipment you need, including extension cords.

COOKING DEMONSTRATIONS: Youth presenters who plan to do a Cooking Demo may bring a small electric grill, frying pan and/or wok, etc. Wash your hands thoroughly before your presentation starts and inform your Evaluators that you have done so. Plastic gloves are not required. Hair should be "under control" and aprons worn when appropriate. Cover labels on food containers. **Food products that are created during a presentation can only be offered to the evaluators. Health restrictions prevent foods from being shared with the audience. If these foods are taken away from the presentation area, the presenter can then take personal responsibility for the sharing of food items with others.**

POSTERS: Posters/Handouts may be hand-drawn or computer generated. Neither method is better than the other. Posters should be clear, neat and organized and easy to see from a distance. (Note: Evaluators often sit in the back of the classroom).

TEAM PRESENTATIONS: Consists of no more than two presenters. Both presenters are scored individually, the individual scores will be averaged together for an overall team total. Team presentations in Illustrated Talks or Recitations are not permitted.

CLOTHING: If your clothing is intended to reflect or enhance your presentation, please let the audience know by incorporating that into your presentation. *Remember to always wear 4-H appropriate clothing that is neat & clean.

REMINDERS: Remember to deliver your presentation to the Evaluators and Audience based on the assumption they have no knowledge of your topic. **Memorization and reading are discouraged.** Presenters should limit their reliance on note cards, especially as it relates to their age and experience. Be mindful that not everything found online is true or factual.

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.

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. The Evaluators constructively critique each presentation, using the Danish System (see The Danish System on page 6) as the primary method of evaluation, and provide positive feedback as well as suggestions for improvement.

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

Those youth (ages 8 & up) who demonstrate the readiness for a more challenging presentation, are given an opportunity to advance to the next level – District 4-H Public Presentations. ***At this level, using the same – but more polished – presentation***, once again being critiqued by trained Evaluators. ***Please Note: Advancing to District Presentations is a progressive process and therefore is evaluated on a higher standard than at the County Level.***

LEVEL 4: NYS 4-H Public Presentations Event (If Offered)

Each year, a specific number of 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. ***Please Note: Advancing to NYS Presentations is a progressive process and therefore is evaluated on even a higher standard than at the District Level.***

Public Presentation Categories

Public Presentation Categories

- ❖ **Demonstrations** – The presenter *shows* and *explains how to do or make something* (how to 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. **Team Demonstrations are allowed** at all levels of evaluation and should reflect a topic requiring teamwork as well as effective balancing of verbal communication and hands-on action.
- ❖ **Illustrated Talk** – The presenter uses visual aids to *tell about* the topic. The effective use of charts, pictures, posters, slides, power point slides, overheads, graphs, examples models, etc. play a major role in communicating the presenter’s message. **Team Illustrated Talks are not allowed** at any level.
- ❖ **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. 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. **Team Speeches are not allowed** at any level.
- ❖ **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 storytelling are used as the vehicle for conveying a message.
 - **Recitation** – The presenter, with the use of vocal inflection and body language as communication tools, delivers their 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. **Team Recitations are not allowed at any level.**
 - **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.
 - **Interviews- (For teen members)** In the interview process, youth can choose to participate in a job or college entrance interview. The same format will be followed for either choice. The résumé, cover letter and application (written presentation) will be judged based on appearance and content. The oral presentation will be the actual interview using questions selected from a set list.

Public Presentation Format

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.*

INTRODUCTIONS:

- **Demonstrations & Illustrated Talks:** the presenter will begin by introducing his/her topic in a manner that creatively catches the attention of the audience by stimulating their curiosity or providing information about the subject. (The introduction should incorporate at least your first name)
- **Creative Communication & Speeches:** The presenter should identify the source of the creative piece and its' 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.

➤ **CATCHY, CREATIVE Introductions:**

You should begin your presentation by using a *CATCHY, CREATIVE 'introduction'*, such as a quote, a witty remark, personal experience, question or a surprising fact. You do not need to state your name, club, years in 4-H or how many presentations you have done in the past. You can do so if you like, but it is NOT mandatory. **Those who do not have a "creative intro" will automatically receive a "Needs Improvement" rating in that category.**

Speeches, Recitations, Dramatic Interpretations and Interviews are exceptions to this rule.

- **Cloverbud Presenters** may use the standard Introduction of "Hello my name is...". After they have more experienced, they may begin incorporating snappy or clever introductions.
 - **Sample Cloverbud Intro:** "My name is _____ I am ___ years old".
"The Title of my presentation is How to Make a Peanut Butter and Jelly Sandwich"
- For **Demonstrations & Illustrated Talks**, the presenter will begin by introducing their topic in a manner that creatively catches the attention of the audience while either stimulating their curiosity or providing information about the subject; the presenter's first name may be incorporated in to the creative introduction.
 - **Sample (Demonstration) Intro:** (A football is thrown from the side of the room and caught by the presenter who is dressed in 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 and today, I, _____, will show you how."
 - **Sample (Illustrated Talk) Intro:** "Vehicular accidents are the number one killer of youth ages 16 to 20 My Name is _____ and today I will share these statistics with you".

For **Creative Communication** categories, the presenter should identify the source of the creative piece and its 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. Once again the presenter's first name should be incorporated into the creative introduction.

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):

- **Demonstration/Illustrated Talk:** **the most important steps or points are summarized.** The summary may or may not contain sources for presentation information/recipes.
- **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 dialogue with the audience.
- 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. When you are done with your presentation, ask if there are any questions and repeat the question back before answering so you are clear as to what is being asked.

Public Presentation Time Expectancies:

Cloverbuds: 1-3 minutes

1st Year: 3-5 minutes

2nd -4th Year: 3-8 minutes

5th Year and up: 10-15 minutes

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

THE DANISH SYSTEM OF JUDGING

Cornell Cooperative Extension's 4-H Youth Development program uses the Danish Judging System as its primary method for evaluating 4-H Public Presentations. Using this method, each youth presentation is evaluated based on the "ideal" standard for the presenters' age, experience, ability and developmental level. Therefore, each presentation is not compared to, or in competition with, other presenters and presentations.

Definition of Rating Standards:

- **Needs Improvement:** Needs work, needs to be improved upon (something may have been omitted).
- **Met Expectations:** Met expectations for age & experience level.
- **Above Expectations:** Very good/above expectations for age & experience level.
- **Outstanding:** Exceptional, needs little improvement.
- All ratings START at "Met Expectations" and are rated up or down as appropriate – with these exceptions:
 - "Appearance" and "Visual Aids" start at "Above Expectations" and move from there
 - Presenters who fail to give an adequate Creative Introduction or Appropriate Conclusion/Summary will automatically receive a "Needs Improvement" rating
 -

Rensselaer County Evaluation Form

Demonstration Illustrated Talk Date _____

Name _____ Age _____

Club _____ Years in 4-H _____ Number of Presentations _____

Title of Presentation _____

Outstanding
No room for
improvement

5
Above
expectation
for level

4
Needs
improvement

2
Omitted
something
essential

1

Delivery Evaluator's Comments

- _____ Introduction
- _____ Proper Equipment / Visual Aids
- _____ Efficient Organization
- _____ Proper Use of Notes / Visual Cues
- _____ Grammar / Vocabulary
- _____ Appropriate Length
- _____ Gets Point Across
- _____ Summary

Subject

- _____ Appropriate for Experience and Age
- _____ Understanding of Subject
- _____ Correct, Up-to-Date Information / Sources Given
- _____ One Main Theme with Logical Steps

Presenter

- _____ Appearance (Neatness & Appropriate Dress)
- _____ Eye Contact
- _____ Voice (Volume & Rate)
- _____ Posture
- _____ Poise
- _____ Enthusiasm
- _____ Fielded Questions Adequately

Total

95 - 77 76 - 56 55 - 37

Evaluator's Name: _____

Time: start _____ end _____



Demonstration Evaluation



Cloverbud

Practice Makes Perfect!

Name _____

Club _____

Age _____

Grade _____

School _____

Demonstration Title _____



Nice Smile



Looked at the audience



Nice loud voice



Good posters



Stood straight and tall



Looked nice and neat

Comments: _____

Evaluated by: _____