

PUBLIC PRESENTATION GUIDELINES

Presentation length is one of the most asked questions about 4-H presentations. Here is a guideline to help you plan your presentation.

Cloverbud-- 1-2 minutes

1st year-- 1-3 minutes

2 - 4 years-- 3-8 minutes

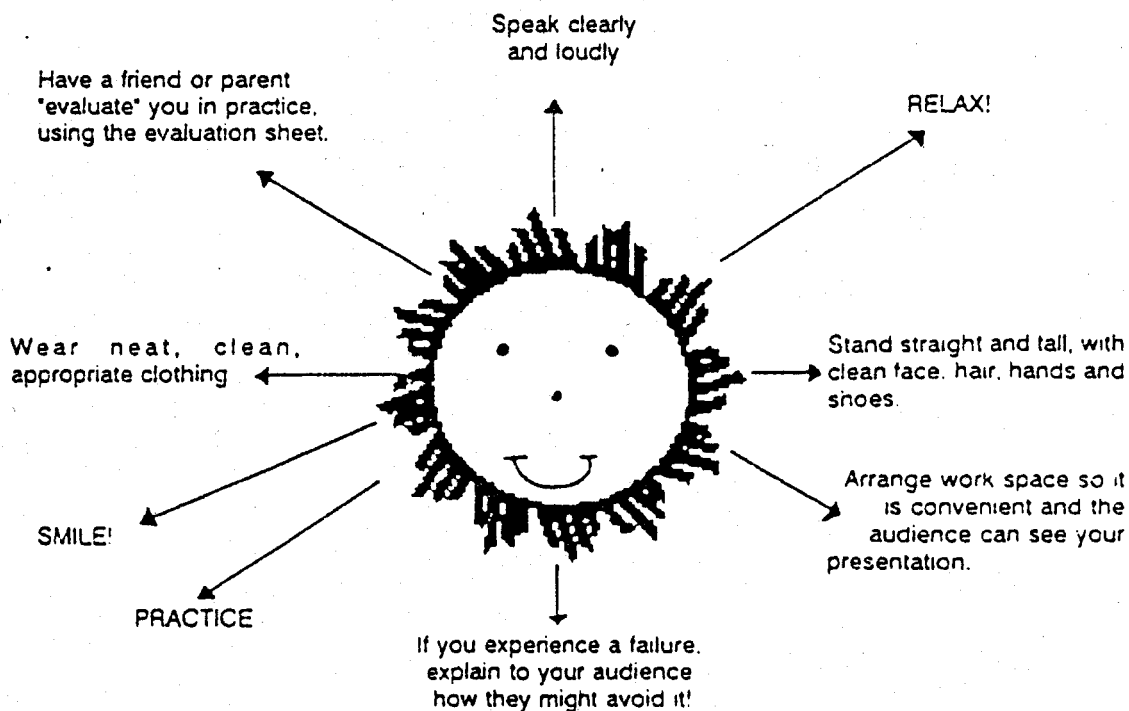
5 years and up-- 8-15 minutes

Remember, these are not strict rules, just a guide.

The best presentations are those in which 4-H members themselves (with needed/age appropriate guidance) pick a topic that they enjoy. Topics do not have to be 4-H project oriented. It is best to keep the presentations simple during the first 1-2 years; the fewer ingredients, steps, equipment, etc., the better!

Visuals are an important part of the presentation. Simple poster board works just fine. Visuals give the 4-H'er a "prompt" if they "forget" part of their presentation.

For a "Sun-Sational" 4-H Presentation



Adapted from Erie County 4-H

WHAT MAKES A GOOD PRESENTER?

Even the best speakers get nervous. You will probably be most nervous just before your speech and during your introduction. If you remember that these will be the most difficult times then you can relax once you begin your presentation. Remember, the audience and the judges are on your side. No one wants you to do poorly. Here are some hints on how you can remain calm and confident.

1. Practice. It will help you work out the rough spots.
2. Know your information well.
3. Use correct grammar.
4. Speak in a loud, clear voice.
5. Use your voice to get your audience interested in your topic.
6. Look at your audience while you speak.
7. Use natural hand and face expressions.
8. Do not look at your notes often. You should be able to say all the main points without reading from your notes.
9. Make a list of the equipment you will need **and check it before you begin to make sure it is working.**
10. Show enthusiasm.
11. Know what the judge will be looking for. Get a copy of the evaluation form from the 4-H office or your leader.

GOOD LUCK

and

PRACTICE, PRACTICE, PRACTICE!

HOW TO MAKE A POSTER

Posters are recommended, but not required, for public presentations.

A POSTER SHOULD BE

- A- Attractive
- B- Brief
- C- Clear

PLANNING A POSTER

- Keep it simple.
- Don't use too many words.
- Background material - foam board is light and strong but only comes in white. Poster board comes in a variety of colors.
- Colors - contrast is the key. For example, black lettering on yellow background.
- Guide marks - use a pencil and straight edge (a ruler). Keep the line light enough so it won't show up from a distance.
- Proof read your lettering BEFORE you go over it with markers.
- Lettering - Letters should be one inch high for every 30 feet of distance. Think about the thickness of the letters. (Road signs give you a good example of straight and direct lettering style.) Printed lettering is easier to read than scripted. Use markers or crayons for your final lettering. Remember to have the color of your lettering darker than your poster board (background). Black letters on yellow background are easiest to read. Black on white is good, too.

HINT: If you make a small mistake, you can cover it with whiteout or a small piece of paper and write the correction on the paper. Smudges can be removed with a kneaded or soap eraser.

- Stress important points.
- Summarize important points.

Other visual aids include slides, overhead transparencies and videos. If you are planning on using any of these methods, be sure you can use it wherever you are doing your presentation, that it works and is available at the time you need it.

PUBLIC PRESENTATIONS CHECK LIST

Title of Presentation _____

Introduction – tells the audience what you will talk about.

1. Did you say your NAME?
2. Did you have an ATTENTION GETTER?
(It can be a QUESTION, QUOTE, REAL THING, etc.)
3. Did you say the ITEM'S NAME?
4. Did you tell the audience WHY they should LISTEN?

Body – or “The Guts” – show and explains the steps

5. Did you show HOW IT WORKS?
6. WHERE can you get one?
7. WHEN should you use it?
8. WHO would use it?
9. WHAT does the audience need to know about it?

Summary – shows the result of your demonstration

10. Did you repeat in short form what you said in the body?
11. Did you have a sentence or phrase that says your done – “That’s all, folks!”?
12. Did you tell your audience where you got your information?
13. Did you ask the audience if they had questions?

GIVING THE DEMONSTRATION

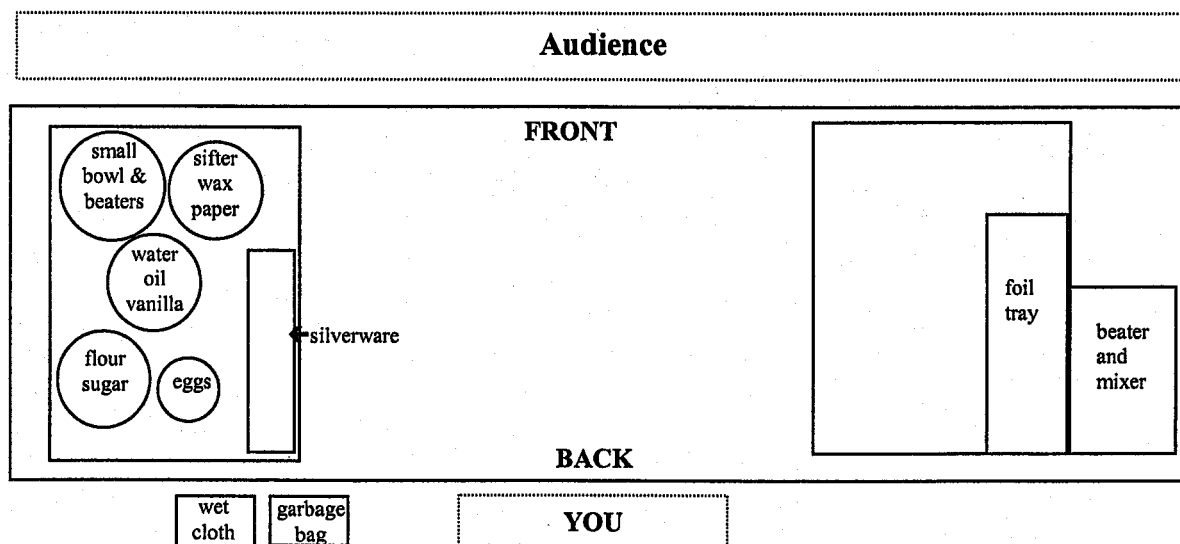
1. **You are part of the demonstration.** Wear clothes that are suitable, neat, and clean. Wear shoes that are comfortable, neat and clean. Food demonstrators should wear an apron and hair net. Stand straight and tall on both feet. Your posture and grooming will be noticed!
2. **Make posters simple and large enough for everyone to see.** Plan how you will use them.
3. **Arrange your working space before you start.** Keep all the space directly in front of you clear all the time so the group can see what you are doing. Bring cleaning supplies if your presentation is messy.
Hint: Make a list of supplies and equipment you need and use it before you leave the house to be sure you have everything.
4. **Explain each step as you work.** Describe the motions and procedures and why you are doing them. It is not necessary to talk every minute but avoid long pauses. Do not try to talk when using noisy equipment.
5. **Use simple terms and language.** Know your facts and explain them in your own words. Long, memorized sentences that you do not understand are not effective.
Hint: Note cards should be referred to but don't read them to the audience.
6. **Speak slowly and distinctly to your group.** Be sure that they hear you. Face the group as much as possible. Look at them, not out the window or at your notes. Try not to let outside noises distract you. **SMILE!!!**
7. **Make the group part of your demonstration.** Start by greeting the group. Stop at some point during your demonstration and ask them a question. Suggest that they know some things you are demonstrating. Invite them to try your method or recipe.
8. **Pass out recipe and samples at the end of your demonstration.** Tell the group where they can get copies of your information. Invite them to look at your materials. Express your thanks to the group for their interest.
Hint: Keep the finished product out of sight so you can build suspense and add to your showmanship. Clean up after questions have been answered.
9. **Smile!!!** Your group will like it and the judges will love it!
10. **PRACTICE! PRACTICE! PRACTICE!** A good guide is 5 or 6 practices should result in a good or better demonstration. Champions practice many, many more times. Practice in front of your club and family. You can't over practice!

Demonstration Tips – Especially for Foods

- ❖ Use clear glass mixing bowls or containers
- ❖ Keep talking while you mix, stir, etc. Discuss nutritional value, storage, buying as well as “how to”.
- ❖ Tape a paper bag to the table – put garbage in it as you go along.
- ❖ Wash hands or state that you did during the introduction.
- ❖ Cover commercial labels.
- ❖ Label all ingredients – front and back.
- ❖ Loosen or remove all lids before starting.
- ❖ Cover your work area with wax paper or plastic for easiest clean up.
- ❖ Arrange trays with tallest containers near you or the outer edge of the tray.
- ❖ Diagram the tray for quick set up.
- ❖ Use a hair restraint (hair net or pulled back and tied).
- ❖ Wear an apron.
- ❖ Bring a damp cloth or sponge and use it.
- ❖ Measure at least one wet and one dry ingredient – eye level.
- ❖ Level flour and sugar with a spatula or knife.
- ❖ Put a cloth under bowls to reduce noise.
- ❖ Hold the mixing bowl toward the audience when scraping.
- ❖ Clean batter from the spoon with taps on your hand – not the bowl.
- ❖ Scrape jars and bowls completely, using a rubber scraper.
- ❖ Bring extra eggs.
- ❖ Crack eggs into a separate cup.
- ❖ Use a cutting board if needed.
- ❖ Grease pans ahead of time, use a pastry brush or spray – not fingers.
- ❖ Don’t leave the beater of a mixer to drip, unplug and put away.
- ❖ Wear short sleeves and no jewelry as you demonstrate.
- ❖ Display your finished product after a brief clean up – keep it out of sight to build suspense.
- ❖ Offer samples to the audience.

Preparation for Demonstration

First, you will need two trays that measure about 13” x 16”. If you don’t have trays, use cookie sheets. Place all of your ingredients and equipment on one tray and move them to the other 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 only this much work area at home. Here is a diagram of how your trays might look. Stand straight and tall and on both feet. Dress in clean, neat looking clothes and be well groomed. Smile!

Netting Your Butterflies!

- ◆ Pick a topic you love to talk about.
- ◆ Begin your speech with a smile.
- ◆ Make eye contact with someone in the audience.
- ◆ Stand tall.
- ◆ Show enthusiasm.
- ◆ Talk directly to the audience in a clear, conversational tone.
- ◆ If you make a mistake, go right on with your speech. The audience may not even notice! Remember, only you know what you planned to say.
- ◆ Keep your notes available and in order. Don't read from them. Speak from being well prepared (PRACTICE).
- ◆ Relax your body – practice deep breathing and relax your arms, shoulders and hands.
- ◆ Relax your voice – Before you do your presentation take a minute to hum quietly to yourself.
- ◆ Use imagery – imagine your audiences in a ridiculous or funny situation, such as they are all wearing funny hats. This should make you smile.
- ◆ Practice! Speak in front of family and friends. Use a video camera, then critique yourself. Ask others for feedback.
- ◆ Prepare- your nervousness will be reduced if you know what you are going to say.