

## IV - NYS 4-H HORSE COMMUNICATIONS CONTESTS - Individual and Team

### Rules and Regulations

**\*\*NOTE: National rule changes will be automatically reflected in New York State 4-H educational event rules in following years.\*\***

**Dress Code: A strict dress code will be enforced.** Clean, neat clothing, appropriate for the event and weather conditions will be expected. Remember, contestants are representing 4-H, Cornell, and their county and region. Shirt must have sleeves and cover midriff. No inappropriate language on clothing. Skirts and shorts must be longer than the individual's fingertips when their hands are at their sides.

#### I. Eligibility

- A. Teams to compete in regional contests may be selected by any means agreeable to the majority of counties within that region. Regions are encouraged to allow as many youth as possible to participate in regional competitions. Regions are advised to follow state rules, but may alter to fit their needs. All teams competing in state and national contests must conform to state and national rules.
1. **Seniors:** Senior contestants must be at least 14 years of age but not yet 19 years of age by January 1 of the current calendar year.
  2. **Juniors:** Junior contestants must not have achieved their 14th birthday prior to January 1 of the current year.  
**Please note:** For State events, a junior youth must have reached their 9th birthday prior to January 1 of the current calendar year.
  3. **Novice (Please note this division is optional. There is no Novice Division at the New York State Horse Communications Contest. Therefore, the following are only suggested guidelines. Every region can coordinate this division to fit their regional needs and create their own guidance.):** Contestants must not have achieved their 14th birthday prior to January 1 of the current calendar year **and** must never have participated in a Communications contest at the regional level. At the discretion of the region, exceptions may be made to allow contestants who are 9 years of age or less to compete.
- B. **Age** - Contestants must be at least nine (9) years of age before January 1 of the current year but not have been nineteen (19) prior to January 1 of the current year. To be eligible for selection as a member of a state team, a contestant must be at least fourteen (14) years of age before January 1 of the current year.
- C. **Project Enrollment** - Contestants must be enrolled in the 4-H horse project in accordance with county limitations.

- D. No contestants may compete at any level in the same specific event in which they have previously competed in an official 4-H contest of national character and in the same species.
  - 1. No member of a presentation team which competed in an official national contest may compete in team events even with a new partner, but are eligible to compete in individual events.
  - 2. Individual presenters and public speakers who have competed in official national 4-H competition may not compete in the same specific individual event but are eligible to compete in the alternate individual event and in team competition.
- E. Each contestant must have been officially designated as a contestant by the Cooperative Extension Educator, 4-H, of his/her county, and must be officially designated by the chairperson of the Regional 4-H Horse Educational Committee (HEC).
- F. Youth must physically be present at the county, regional and state events. This would preclude alternative methods of qualifying, such as a videotape of the youth.
- G. Contestants must not have participated in any post-secondary (university, college, junior college or technical school) competitive individual presentation/demonstration, team presentation/demonstration or public speaking contests.
- H. Opportunities to represent New York in one of the National 4-H Horse Roundup competitions will be offered to participants in the State Contest based on their placing in the contest and their availability for travel and additional training.
- I. Contestants may participate in only one state-wide 4-H Horse Communications event (Public Speaking or Team Presentation or Individual Presentation) in a given year.

## II. Entry Procedures

- A. Each region may enter the following in the State Contest: Senior Junior

Individual Presentations	4	4
Team Presentations	4	4
Public Speakers	4	4
Special Programs	2	2
Video Presentations	2	2

Please use appropriate entry forms, completed with designated signatures.

- B. Entry deadlines will be stated on entry forms.

- C. Contestants are expected to check in with the division chairperson 30 minutes before their scheduled time. Failure to be ready to present at the scheduled time will result in elimination.

### III. Scoring/Awards

- A. In each division of the contest, three (3) judges will independently evaluate each presentation. Copies of the scoring sheets will be made available upon request, to help in preparing the presentation.
- B. Rosettes will be presented to:
  - 1. high ten (10) Senior Individual Presenters
  - 2. high five (5) Senior Team Presenters
  - 3. high five (5) Senior Public Speakers
  - 4. high ten (10) Junior Individual Presenters
  - 5. high five (5) Junior Team Presenters
  - 6. high five (5) Junior Public Speakers
- C. Score sheets at the State event will be made available the day of the event. If youth are not present during results, sheets will be mailed to the county to be given to the youth.

### IV. Divisions

**PLEASE NOTE: The same communications presentation may not be repeated in the same division in subsequent years, at the State level. There must be a legitimate attempt to change the subject matter, content, title, etc.**

**Introductions:** Introductions should be brief and simple. They should include the presenter(s) name and the title of the presentation. Other brief information may be included at the discretion of the presenter; please keep information pertinent to the presentation. The introduction will be counted in the total time of the presentation.

#### **Technology:**

- A. Computer generated, integrated, and highly technical forms of presentations (i.e.: PowerPoint) will be allowed in 4-H Horse Communications Events.
- B. When doing a PowerPoint presentation, everything must be designed, developed and produced by the contestant, just like a contestant would do if making standard posters and props.
- C. Although a contestant may be “tied” to the computer during the presentation in order to progress through the slides, reading off of the computer screen is just like using notes, and will be judged as such.
- D. The contestant is responsible for bringing, setting up and using the computer, projection unit, and other necessary equipment. Realize that completely dimming

the lights in the room may be necessary for older projection units, but may result in the judges not being able to see the contestant, which could result in point deductions. It would be wise to have a newer, high lumens projection unit that will not require a completely dark room.

- E. If pictures and information are taken directly from another source (online or otherwise), it is necessary, as with traditional presentations, to cite where the information was acquired so that the judges are aware. For example, pictures that are taken off of a website should have the url of the website listed below it so that the judges can read it.

F. **Individual Presentations - Senior and Junior**

1. This is an individual event.
2. The subject must pertain to the horse industry. Presentations not appropriately related to the horse industry can be disqualified at the discretion of the judges.
3. The presentation may be a demonstration or illustrated talk. All references to the term "presentation" in these rules include either demonstration or illustrated talk. A demonstration is defined as a presentation of a step by step procedure with an end product or result. An illustrated talk is defined as a presentation of an idea or topic that uses visual aids to convey the message.

Both presentation forms are acceptable and will be evaluated equally, although the delivery methods are different as defined above. Both should utilize visual aids to help convey the major points of the presentation and more than one type of visual aid is preferable. Visual aids may include but are not limited to handouts, posters, props, videos, slides, and computer generated media (PowerPoint, websites, etc.). No live animals or people may be used.

4. Contestants may use notes. However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judge(s).
5. Presenters must supply all of their own equipment, including easels.
6. Creative audio visual aids may be used, but the contestant must be involved in making or designing them.
7. During the contest, the contestants may introduce themselves by name, region and presentation topic.
8. Presentation should be 9-12 minutes in length. Three points will be deducted from the total score on each judge's score sheet for every minute (or fraction of minutes) under 9 minutes or over 12 minutes.

9. Contestants should cite their own major references after the conclusion of their presentation. This will not be counted in the allotted time.
10. Only the judge(s) may ask questions of the contestant in the contest. Question time will not be counted in the allotted time. Contestants should repeat the question then answer it.
11. Ties will be broken first by the judge's accumulated delivery score, second by the judge's accumulated organization score and third on content and accuracy score.
12. Contestants may use video recorders to tape their own presentations. It is the responsibility of the coach to provide all necessary recording equipment.

**G. Team Presentations - Senior and Junior**

1. This is a team event where both participants should have an equal role in the presentation. A team consists of two members (2 Juniors or 2 Seniors - no mixed ages).
2. The subject must pertain to the horse industry. Presentations not appropriately related to the horse industry can be disqualified at the discretion of the judges.
3. The presentation may be a demonstration or illustrated talk. All references to the term "presentation" in these rules include either demonstration or illustrated talk. A demonstration is defined as a presentation of a step by step procedure with an end product or result. An illustrated talk is defined as a presentation of an idea or topic that uses visual aids to convey the message.

Both presentation forms are acceptable and will be evaluated equally, although the delivery methods are different as defined above. Both should utilize visual aids to help convey the major points of the presentation and more than one type of visual aid is preferable. Visual aids may include but are not limited to handouts, posters, props, videos, slides, and computer generated media (PowerPoint, websites, etc.). No live animals or people may be used.

4. Contestants may use notes. However, excessive use of notes may be counted against the contestants. This will be at the discretion of the judge(s).
5. Participants must supply their own props. Any other equipment needs must be made through special arrangement with contest officials.
6. Creative audio visual aids may be used, but the contestant must be involved in making or designing them.

7. During the contest, the contestants may introduce themselves by name, region and demonstration topic.
8. Presentations should be 10-15 minutes in length. Three points will be deducted from the total score on each judge's score sheet for every minute (or fraction of a minute) under 10 minutes or over 15 minutes.
9. Contestants should cite their major references after the conclusion of their presentation. This will not be counted in the allotted time.
10. Only the judge(s) may ask questions of the contestant in the contest. Question time will not be counted in the allotted time. Contestants should repeat the question then answer it.
11. Ties will be broken first by the judge's accumulated delivery score, second by the judge's accumulated organization score and third on content and accuracy score.
12. Contestants may use video recorders to tape their presentations. It is the responsibility of the team/coach to provide all necessary recording equipment.

H. **Public Speaking** - Senior and Junior

1. This is an individual event.
2. Subject must pertain to the horse industry. Speeches not appropriately related to the horse industry can be disqualified at the discretion of the judge(s).
3. No visual aids charts or other equipment may be used.
4. Contestants may use notes. However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judge(s).
5. During the event, the contestants may introduce themselves by name, region and speech topic.
6. Speeches should be 7-10 minutes in length. Three (3) points will be deducted from the total score on each judge's score sheet for every minute (or fraction of a minute) under 7 minutes or over 10 minutes.
7. Contestants should cite their major references after the conclusions of their speech. This time will **not** be counted in the allotted time.
8. Only the judge(s) may ask questions of the contestant in the contest. Question time will **not** be counted in the allotted time. Contestants should repeat the question then answer it.

9. Ties will be broken first by the judge's accumulated delivery score, second by the judge's accumulated organization score, and third on content and accuracy scores.
10. Contestants may use video recorders to tape their own presentations. The contestant will then receive 15 minutes to prepare their speech presentations. It is the responsibility of the team coach/team to provide all necessary recording equipment.

V. **Special Programs (No State or National competition available)**

- A. **Slide/Audio Presentation** - Removed from rule book – no longer applicable due to technology as per approved proposal from June, 2011 HEC mtg.
- B. **Videotaped Presentation** - Removed from rule book – no longer applicable due to technology as per approved proposal from June, 2014 HEC mtg.
- C. **Impromptu Speaking** - Removed from rule book – no longer applicable due to technology as per approved proposal from June, 2014 HEC mtg.

VI. **National Contest**

- A. Four (4) senior individuals will be invited to represent New York in the National 4-H Horse Communications Event. They will be selected among the high individuals in the state contest, based on availability for the contest and rank, subject to confirmed eligibility.
  1. Individual Presentation - one (1) 4-H youth
  2. Team Presentation - two (2) 4-H youth
  3. Public Speaking - one (1) 4-H youth
- B. Commitment of qualified participants to be a part of the national NYS 4-H Horse Communications Team must be made by some time prior to the first day of State Fair.

\_\_\_\_ Jr. \_\_\_\_ Sr.

Region \_\_\_\_\_

**4-H HORSE COMMUNICATIONS  
INDIVIDUAL PRESENTATION**

Name \_\_\_\_\_ County \_\_\_\_\_

Total Points \_\_\_\_\_  
Rank \_\_\_\_\_

Presentation Topic \_\_\_\_\_

Time Limit: 9-12 minutes; 3 points will be deducted from the total score for every minute (or fraction of a minute) under 9 or over 12 minutes.

<b>A. INTRODUCTION</b>		Points Possible	
		_____	<b>(10)</b>
1.	Did the introduction serve to create interest in the subject?		
2.	Was the introduction short and to the point?		
<hr/>			
<b>B. ORGANIZATION</b>			<b>(25)</b>
1.	Was only one main idea presented?		
2.	Did the discussion relate directly to each step as it was shown?		
3.	Was each step shown just as it should be done in an actual situation or was an explanation given for any discrepancies?		
4.	Could the audience see each step?		
5.	Were the materials and equipment carefully selected, neatly arranged and well-organized?		
6.	Were charts and posters used if and when they were needed?		
7.	Were the key points for each step stressed?		
<hr/>			
<b>C. CONTENT AND ACCURACY</b>			<b>(25)</b>
1.	Were the facts and information presented accurate?		
2.	Was there enough information presented about the subject?		
3.	Were approved practices used?		
4.	Was credit given to the sources of information, if it was appropriate?		
5.	Was the content appropriately related to the horse industry?		
<hr/>			
<b>D. STAGE PRESENCE</b>			<b>(10)</b>
1.	Was the presenter neat and appropriately dressed for the subject of the presentation?		
2.	Did the presenter speak directly to and look at the audience?		
3.	Was the presentation too fast or too slow?		
<hr/>			
<b>E. DELIVERY</b>			<b>(15)</b>
1.	Did the presenter appear to enjoy giving a presentation?		
2.	Did the presenter have good voice control?		
3.	Were all words pronounced correctly?		
4.	Did the presenter seem to choose words at the time they were spoken as opposed to a memorized presentation?		
5.	If notes were used, was it done without distracting from the presentation?		
<hr/>			
<b>F. EFFECT ON AUDIENCE</b>			<b>(5)</b>
1.	Did the audience show an interest in the presentation?		
2.	Could the audience go home and carry out the idea?		
<hr/>			
<b>G. SUMMARY</b>			<b>(10)</b>
1.	Was the summary short and interesting?		
2.	Were the key points briefly reviewed?		
3.	Did the summary properly wrap up the presentation?		
4.	Could the presenter handle questions easily?		

Awarded Points \_\_\_\_\_ (100)

Time \_\_\_\_\_

Judge's  
Comments: Minus

Time Penalty - \_\_\_\_\_  
Total Points \_\_\_\_\_



\_\_\_\_ Jr. \_\_\_\_ Sr.

Region \_\_\_\_\_

**4-H HORSE COMMUNICATIONS  
TEAM PRESENTATION**

Total Points \_\_\_\_\_  
Rank \_\_\_\_\_

Names \_\_\_\_\_ County \_\_\_\_\_

Presentation Topic \_\_\_\_\_

Time Limit: 10-15 minutes; 3 points will be deducted from the total score for every minute (or fraction of a minute) under 10 or over 15 minutes.

<b>A. INTRODUCTION</b>	Points Possible
	_____ (10)
1. Did the introduction serve to create interest in the subject?	
2. Was the introduction short and to the point?	

<b>B. ORGANIZATION</b>	_____ (25)
1. Was only one main idea presented?	
2. Did the discussion relate directly to each step as it was shown?	
3. Was each step shown just as it should be done in an actual situation or was an explanation given for any discrepancies?	
4. Could the audience see each step?	
5. Were the materials and equipment carefully selected, neatly arranged and well-organized?	
6. Were charts and posters used if and when they were needed?	
7. Were the key points for each step stressed?	

<b>C. CONTENT AND ACCURACY</b>	_____ (25)
1. Were the facts and information presented accurate?	
2. Was there enough information presented about the subject?	
3. Were approved practices used?	
4. Was credit given to the sources of information, if it was appropriate?	
5. Was the content appropriately related to the horse industry?	

<b>D. STAGE PRESENCE</b>	_____ (10)
1. Were the presenters neat and appropriately dressed for the subject of the presentation?	
2. Did the presenter speak directly to and look at the audience?	
3. Was the presentation too fast or too slow?	

<b>E. DELIVERY</b>	_____ (15)
1. Did the presenters appear to enjoy giving presentation?	
2. Did the presenters have good voice control?	
3. Were all words pronounced correctly?	
4. If notes were used, was it done without detracting from the presentation?	
5. Did the presenters seem to choose words at the time they were spoken as opposed to a memorized presentation?	

<b>F. EFFECT ON AUDIENCE</b>	_____ (5)
1. Did the audience show an interest in the presentation?	
2. Could the audience go home and carry out the idea?	

<b>G. SUMMARY</b>	_____ (10)
1. Was the summary short and interesting?	
2. Were the key points briefly reviewed?	
3. Did the summary properly wrap up the presentation?	
4. Could the presenters handle questions easily?	

Time \_\_\_\_\_

Awarded Points \_\_\_\_\_ (100)

Minus Time Penalty - \_\_\_\_\_

Total Points \_\_\_\_\_

Judge's Comments:

\_\_\_\_ Jr. \_\_\_\_ Sr.

Region \_\_\_\_\_

**4-H HORSE COMMUNICATIONS  
PUBLIC SPEAKING**

Name \_\_\_\_\_ County \_\_\_\_\_

Total Points \_\_\_\_\_  
Rank \_\_\_\_\_

Speech Topic \_\_\_\_\_

Time Limit: 7-10 minutes; 3 points will be deducted from the total score for every minute (or fraction of a minute) under 7 or over 10 minutes.

	Points	Possible
<b>A. INTRODUCTION</b>	_____	<b>(10)</b>
1. Did the introduction serve to create interest in the subject?		
2. Was the introduction short and to the point?		
<hr/>		
<b>B. ORGANIZATION</b>	_____	<b>(15)</b>
1. Were the main points easy to follow?		
2. Were the main points arranged in the best order?		
3. Were the sentences short and easy to understand?		
4. Was the speech interesting?		
<hr/>		
<b>C. CONTENT AND ACCURACY</b>	_____	<b>(20)</b>
1. Were the facts and information presented accurate?		
2. Was there enough information concerning about the subject?		
3. Was credit given to the sources of information, if it was appropriate?		
4. Was the content appropriately related to the horse industry?		
<hr/>		
<b>D. STAGE PRESENCE</b>	_____	<b>(15)</b>
1. Was the speaker neat and appropriately dressed?		
2. Did the speaker talk directly to and look at the audience?		
3. Was the speaker's posture erect but not stiff?		
4. Did the speaker refrain from leaning on the podium?		
5. Did the speaker seem relaxed and at ease?		
<hr/>		
<b>E. DELIVERY</b>	_____	<b>(20)</b>
1. Did the speaker have good voice control?		
2. Were all words pronounced correctly?		
3. Did the speaker's facial expressions reflect the mood of the speech?		
4. If notes were use, was it done without detracting from the speech?		
5. Did the speaker seem to choose words at the time they were spoken as opposed to a memorized or read-type delivery?		
<hr/>		
<b>F. GENERAL</b>	_____	<b>(10)</b>
1. Did the speaker convey to the audience, a sense of wanting to communicate?		
2. Did the speech reflect the thoughts and personality of the speaker?		
<hr/>		
<b>G. CONCLUSION</b>	_____	<b>(10)</b>
1. Was the conclusion short and interesting?		
2. Did the conclusion properly wrap up the speech?		
3. Could the speaker handle questions easily?		
<hr/>		

Time \_\_\_\_\_

**Awarded Points** \_\_\_\_\_ **(100)**

**Minus Time Penalty** \_\_\_\_\_

**Total Points** \_\_\_\_\_

Judge's Comments:

# 2011 4-H Horse Communications Presenter's Guide

**Putnam County Horse Communications – Saturday, March 5th**



**Registration Deadline  
Friday, February 11<sup>th</sup>**

**NEW for 2011:**

Presenters who plan to use Power Point must submit their Presentation on a Flash Drive to 4-H No Later than February 25<sup>th</sup>

## **4-H Youth Development**

*Cornell Cooperative Extension of Putnam County*

**NYS SOUTHEAST REGIONAL DISTRICT  
Dutchess, Orange, Putnam, Rockland, Suffolk,  
Sullivan, Ulster & Westchester**

Developed by: Dena L. Altavilla, 4-H Youth & Family Development Program Director, and Marika R. Rywak, 4-H Youth Development Educator, CCE Putnam County; 2006. Resources: Jean Griffiths, Cornell University Animal Science Department, 4-H Youth Development Horse Program; Dianne Walter, NYS 4-H Public Presentations Program Event Coordinator; NYS Public Presentations Planning Committee (2-2006)

Dear 4-H Horse Club Member:

4-H Horse Communications will be held on Saturday, March 5<sup>th</sup>, in conjunction with 4-H Public Presentations at Green Chimneys School in Brewster.

Participation in this event will determine your eligibility for the District and State 4-H Horse Communications Presentation Contest. Please let your County Educator know if you intend to participate in Horse Communications by February 11, 2011, as Evaluator's must be secured in advance.

Please be advised, if selected to advance, the 4-H District Horse Communications Event will be held in early April. Additional Information to follow.



## **YOUTH LEARN TO SPEAK UP!**

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 Youth Members throughout NYS as well as the country have an edge in public speaking because they are given the opportunity to develop and hone their speaking and communication skills through a 4-H program called Public Presentations.

4-H Public Presentations is a nationally recognized element of the Cooperative Extension 4-H Youth Development Program. 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.

Through a progressive series of communication activities, youth develop poise; gain self-confidence before a group; learn to express ideas clearly; learn how to respond spontaneously to questions; and gain subject matter knowledge.

**Horse Communications is an *expanded* component of the 4-H Public Presentations Program.** 4-H Public Presentations and 4-H Horse Communications share the same goals, however **Horse Communications has:**

- **Stricter Time Limitations**
- **Introductions Presented Differently**
- **Stricter Judging Guidelines**

## **There are several types of Horse Communications Categories including:**

(Sample Evaluation Forms are available for download online at:  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications\\_Individual\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications_Individual_Score.pdf)



- **Individual Presentation (Junior or Senior)- Illustrated Talk**
- **Individual Presentation (Junior or Senior) - Demonstration**
- **Team Presentations (Junior or Senior) - Illustrated Talk**
- **Team Presentation (Juniors or Seniors) - Demonstration**
- **Individual Public Presentation (Junior or Senior) (Public Speaking))**
- **Slide/Audio Presentation (Junior or Senior)**
- **Videotaped Presentation (Junior or Senior)**
- **Impromptu Speaking (SENIOR ONLY!)**

### **PLEASE NOTE**

*If you have never participated in 4-H Horse Communications, make sure you carefully read through the criteria for your presentation type. The rules and regulations vary for each type, so please be sure to read the guidelines carefully and review the sample Evaluation Forms.*

*There are very specific guidelines for each presentation category, which must be followed in order to ensure a successful and meaningful presentation experience. You may have to restructure your original county level Public Presentation to fit the 4-H Horse Communications criteria.*

## **GENERAL GUIDELINES FOR ALL PRESENTATIONS:**

### **Dress Code:**

**A strict dress code will be enforced.** Clean, neat clothing, appropriate for the event and weather conditions will be expected. Remember, contestants are representing 4-H, Cornell, and their county and region. Shirt must have sleeves and cover midriff. No inappropriate language on clothing. Skirts and shorts must be longer than the individual's fingertips when their hands are at their sides.

### **Eligibility**

Teams to compete in regional contests may be selected by any means agreeable to the majority of counties within that region. Regions are encouraged to allow as many youth as possible to participate in regional competitions. Regions are advised to follow state rules, but may alter to fit their needs. All teams competing in state and national contests must conform to state and national rules.

- **Seniors:** Senior contestants must be at least 14 years of age but not yet 19 years of age by January 1 of the current calendar year.
- **Juniors:** Junior contestants must not have achieved their 14<sup>th</sup> birthday prior to January 1 of the current year. **Please note:** For State events, a junior youth must have reached their 9<sup>th</sup> birthday prior to January 1 of the current calendar year.
- **Novice (optional):** Contestants must not have achieved their 14<sup>th</sup> birthday prior to January 1 of the current calendar year **and** must never have participated in a Communications contest at the regional level. At the discretion of the region, exceptions may be made to allow contestants who are 9 years of age or less to compete.

**Introductions:** Introductions should be brief and simple. They should include the presenter(s) name and the title of the presentation. Other brief information may be included at the discretion of the presenter; please keep information pertinent to the presentation. The introduction will be counted in the total time of the presentation.

**Technology:**

1. Computer generated, integrated, and highly technical forms of presentations (ie: Power Point) will be allowed in 4-H Horse Communications Events.
2. When doing a Power Point presentation, everything must be designed, developed and produced by the contestant, just like a contestant would do if making standard posters and props.
3. Although a contestant may be “tied” to the computer during the presentation in order to progress through the slides, reading off of the computer screen is just like using notes, and will be judged as such.
4. The contestant is responsible for bringing, setting up and using the computer, projection unit, and other necessary equipment. Realize that completely dimming the lights in the room may be necessary for older projection units, but may result in the judges not being able to see the contestant, which could result in point deductions. It would be wise to have a newer, high lumens projection unit that will not require a completely dark room.
5. If pictures and information are taken directly from another source (online or otherwise), it is necessary, as with traditional presentations, to cite where the information was acquired so that the judges are aware. For example, pictures that are taken off of a website should have the url of the website listed below it so that the judges can read it.



## **PRESENTATION CATEGORIES & GUIDELINES**

### **INDIVIDUAL PRESENTATIONS: Senior & Junior** ***Demonstration or Illustrated Talk***

To Download sample copy of Evaluation Forms for INDIVIDUAL Presentations go to:  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications\\_Individual\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications_Individual_Score.pdf)

1. **Individual event.**
2. **The subject must pertain to the horse industry.** Presentations that do not appropriately relate to the horse industry can be disqualified at the discretion of the judges/evaluators.
3. **The presentation may be a demonstration or illustrated talk.** All references to the term “presentation” in these rules include either demonstration or illustrated talk. A demonstration is defined as a presentation of a step by step procedure with an end product or result. An illustrated talk is defined as a presentation of an idea or topic that uses visual aids to convey the message. Both presentation forms are acceptable and will be evaluated equally, although the delivery methods are different as defined above. Both should utilize visual aids to help convey the major points of the presentation and more than one type of visual aid is preferable. Visual aids may include but are not limited to handouts, posters, props, videos, slides, and computer generated media (Power Point, websites, etc.). **No live animals may be used.**
4. **Contestants may use notes.** However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
5. **Presenters must supply all of their own props.** Any other equipment needs must be made through special arrangement with contest officials.
6. Creative audio visual aids may be used, but the contestant must be involved in making or designing them.
7. During the contest, the contestants may introduce themselves by name, county, and presentation topic.
8. **Presentation should be 9-12 minutes in length.** Three (3) points will be deducted from the total score on each judge’s score sheet for every minute (or fraction of minutes) under 9 minutes or over 12 minutes.
9. **Contestants should cite their own major references after the conclusion of their presentation.** This will not be counted in the allotted time.
10. **Only the judge(s) may ask questions of the contestant.** Question time will not be counted in the allotted time. Contestants should repeat the question and then answer it.
11. **Ties will be broken** first by the judges' accumulated delivery score, second by the judges' accumulated organization score and third on content and accuracy score.
12. **Contestants may use video recorders to tape their own presentations.** It is the responsibility of the coach to provide all necessary recording equipment.



## **TEAM PRESENTATIONS: Senior & Junior** ***Demonstration or Illustrated Talk***

To Download sample copy of Evaluation Forms for TEAM Presentations go to:  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications\\_Team\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications_Team_Score.pdf)

1. **This is a team event** where both participants should have an equal role in the presentation. A team consists of two members (**2 Juniors or 2 Seniors, no mixed ages**). (**Prerequisite: At least one prior Individual Presentation**).
2. **The subject must pertain to the horse industry.** Presentations that do not appropriately relate to the horse industry can be disqualified at the discretion of the judges.
3. **The presentation may be a demonstration or illustrated talk.** All references to the term “presentation” in these rules include either demonstration or illustrated talk. A demonstration is defined as a presentation of a step by step procedure with an end product or result. An illustrated talk is defined as a presentation of an idea or topic that uses visual aids to convey the message. Both presentation forms are acceptable and will be evaluated equally, although the delivery methods are different as defined above. Both should utilize visual aids to help convey the major points of the presentation and more than one type of visual aid is preferable. Visual aids may include but are not limited to handouts, posters, props, videos, slides, and computer generated media (Power Point, websites, etc.). **No live animals may be used.**
4. **Contestants may use notes.** However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
5. **Presenters must supply their own props.** Any other equipment needs must be made through special arrangement with contest officials.
6. **Creative audio visual aids may be used,** but the contestant must be involved in making or designing them.
7. During the contest, the contestants may introduce themselves by name, county, and presentation topic.
8. **Presentations should be 10-15 minutes in length.** Three (3) points will be deducted from the total score on each judge’s score sheet for every minute (or fraction of a minute) under 10 minutes or over 15 minutes.
9. **Contestants should cite their own major references after the conclusion of their presentation.** This will not be counted in the allotted time.
10. **Only the judges may ask questions of the contestants.** Each team shall be asked the same number of questions. Question time will not be counted in the allotted time. Contestants should repeat the questions and then answer it.
11. **Ties will be broken** first by the judges' accumulated delivery score, second by the judges' accumulated organization score and third on content and accuracy score.
12. **Contestants may use video recorders to tape their own presentations.** It is the responsibility of the coach to provide all necessary recording equipment.



## **PUBLIC PRESENTATIONS: Senior & Junior** ***(Public Speaking)***

**To Download sample copy of Evaluation Forms for PUBLIC SPEAKING Presentations go to:**  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications\\_PublicSpeaking\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications_PublicSpeaking_Score.pdf)



1. **This is an individual event.**
2. **Subject must pertain to the horse industry.** Speeches not appropriately related to the horse industry can be disqualified at the discretion of the judges.
3. **No visual aids, charts or other equipment may be used.**
4. **Contestants may use notes.** However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
5. During the event, the contestants may introduce themselves by name, county, and presentation topic.
6. **Speeches should be 7-10 minutes in length.** Three (3) points will be deducted from the total score on each judge's score sheet for every minute (or fraction of a minute) under 7 minutes or over 10 minutes.
7. **Contestants should cite their own major references after the conclusion of their presentation.** This will not be counted in the allotted time.
8. **Only the judges may ask questions of the contestant.** Question time will not be counted in the allotted time. Contestants should repeat the question and then answer it.
9. **Ties will be broken** first by the judges' accumulated delivery score, second by the judges' accumulated organization score and third on content and accuracy score.
10. **Contestants may use video recorders to tape their own presentations.** It is the responsibility of the coach to provide all necessary recording equipment.

## Guidelines For Additional Presentation Types

(No National competition available)

### **SPECIAL PROGRAMS: Senior & Junior** ***Slide/Audio***

To Download sample copy of Evaluation Forms for SLIDE & AUDIO Presentations go to:  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Slide\\_Audio\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Slide_Audio_Score.pdf)



1. **Time Limit:** 20 minutes minimum, 30 minutes maximum. A 3-point penalty will be deducted for each minute or portion of a minute under 20 minutes or over 30 minutes.
2. Each presentation shall **consist of a minimum of 30 slides and a maximum of 80 slides** including titles, credits, and endings.
3. The presentation **shall include an audio player** cued for automatic advance or incorporated into the presentation.
4. Each presentation **shall be at the work of not more than ten (10) members**, who shall be solely responsible for the photography, graphic art, script development, narration, recording, and cuing.
5. **No more than one (1) projector and one (1) audio player may be used.**
6. **At least one (1) member** of the production crew **must represent the presentation in competition** and be prepared to answer questions concerning the content and the development process.
7. Ties will be broken by the highest individual score sheet first, and finally by decision of the judge.

### **SPECIAL PROGRAMS: Senior & Junior** ***Videotaped Presentation***

To Download sample copy of Evaluation Forms for VIDEO Presentations go to:  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Video\\_Presentation\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Video_Presentation_Score.pdf)

1. **Time Limit:** 20 minutes minimum, 30 minutes maximum.
2. **Each presentation may be the work of not more than ten (10) members** who shall be solely responsible for camera work, recording of video and audio inputs, all graphic and photographic materials contained in the tape, the development of the script, and the narration.
3. **Non 4-H members may assist with editing**, but must be under the supervision and direction of at least one member of the 4-H production crew.



## ***Videotaped Presentation Continued***

4. **If music is incorporated, proof of the legal use of this music must be submitted.**
5. Unless the presentation is prepared on 1/2" VHS cassettes, a tape player suitable to accommodate the tape production must be supplied by the presenting group.
6. At least one member of the production crew must represent the presentation in competition and be prepared to answer questions concerning the content and the development process.
7. SCORING:

### **Camera Work: (40 Pts.)**

- **Clarity** (10 pts.) Is the general overall quality of the film suitable for instructional purposes?
- **Focus** (10 pts.) No lapses or fuzziness. Are the images central, crisp and sharp?
- **Continuity** (10 pts.) In the filming process, is there an orderly and logical presentation of the subject so that information flows smoothly?
- **Editing** (10 pts.) Film contains a minimum of irrelevant material. It is light, lean and has images which should always deal with its subject? Some consideration should be given to a variety of camera angles, close-ups, etc.

### **Script: (30 Pts.)**

- **Coordination with video** (15 pts.) Script closely and accurately goes along with images. The pace is good.
- **Audio Clarity** (15 pts.) Voice is measured, clear. There is proper volume, uniform quality with sufficient pauses and no loss of information.

### **Miscellaneous (if used - 10 Pts.)**

- Graphics, music, credits, time—These should be clear, of obvious quality and be an integral part of the presentation.

### **Time Limit**

- 20 to 30 minutes—3 pts. penalty for each minute or portion thereof under 20 minutes, or over 30 minutes.

### **Explanation & Questions (20 Pts.)**

Participants should be able to explain the purpose of this project and why this knowledge is important.

Participants should demonstrate knowledge and research on this topic and be able to answer pertinent questions raised by the subject matter.

8. **Ties will be broken by the highest individual score sheet first**, and finally by decision of the judge.

**SPECIAL PROGRAMS: Senior Only!**  
***Impromptu Speaking***

**To Download sample copy of Evaluation Forms for IMPROMPTU Presentations go to:**  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Impromptu\\_Speaking\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Impromptu_Speaking_Score.pdf)



1. **Time Limit:** 5-8 minutes.
2. The **objective of this contest is to promote confidence and communication skill building** within the 4-H community. In addition, creates an arena for horse 4-H'ers to express their knowledge and opinions of the horse world.
3. This **contest is open to senior level 4-H'ers only.**
4. Contestants will have no prior knowledge of what the topics for the contest will be.
5. Contestants cannot use any props during their speech.
6. The topics will pertain to the horse industry.
7. When arriving at the state contest at their assigned time, the contestant will check in and be directed to the chairperson.
8. The chairperson will present the participant with a box full of topic questions.
9. The contestant will choose two topics at random.
10. After looking at the topics, the contestant will tell the chairperson what topic they will use as their speech.
13. The contestant will then receive 15 minutes to prepare their speech. There will be a room where selected resources are provided that the contestant can use.
12. The contestant can use notes he/she made during their preparation time during his/her speech.
13. The contestant should introduce himself/herself and state their topic question.
14. There will be between one and three judges judging the contestant.
15. There is no national contest for this contest.
16. Contestants must qualify by competing at an impromptu contest at their local and regional levels.
17. Ties will be broken based on the judges' accumulated delivery score, second by the judges' accumulated organization score and third on content and accuracy score.

**FOR ADDITIONAL INFORMATION & to Download Sample Copies of the Evaluation Forms  
Please see New York State 4-H Horse Educational Events Rule Book for the Rules and  
Regulation of the Horse Communications Contest.**

Download a copy of the NYS 4-H Horse Educational Events Rule Book at:

<http://www.ansci.cornell.edu/4H/horses/>

# 2011

# 4-H Horse Communications

# Evaluator's Guide

**Putnam County Horse Communications – Saturday, March 5th**



## 4-H Youth Development

*Cornell Cooperative Extension of Putnam County*

**NYS SOUTHEAST REGIONAL DISTRICT**  
**Dutchess, Orange, Putnam, Rockland, Suffolk,**  
**Sullivan, Ulster & Westchester**

Developed by: Dena L. Altavilla, 4-H Youth & Family Development Program Director, and Marika R. Rywak, 4-H Youth Development Educator, CCE Putnam County; 2006. Resources: Jean Griffiths, Cornell University Animal Science Department, 4-H Youth Development Horse Program; Dianne Walter, NYS 4-H *Public Presentations Program Event Coordinator*; *NYS Public Presentations Planning Committee (2-2006)*

January 2011

Dear 4-H Horse Communications Evaluator/Judge:

Thank you for volunteering your time and expertise to serve as an Evaluator at the Putnam County. **4-H Horse Communications will be held on Saturday, March 5<sup>th</sup>, in conjunction with 4-H Public Presentations at Green Chimneys School in Brewster.**



Please plan to join us for the 4-H Public Presentations Evaluator Orientation & Training at 8:15am, on March 5<sup>th</sup>. Although this training primarily focuses on general 4-H Public Presentations, it will help you better understand the program.

In addition, please take some time to familiarize yourself with the 4-H Horse Communications guidelines in this packet. The Putnam County 4-H Horse Communications Program follows the same rules, regulations and guidelines as the District and New York State Competitions.

The District (Regional) 4-H Horse Communications event will be held on Saturday, April 9, 2011, at The Cornell Cooperative Extension of Dutchess County Farm & Home Center, in Millbrook, NY. Please let us know if you are available to assist us with Evaluating with this event as well, as we need to send one Evaluator for every (5) youth who plan to participate.

We hope the information included in this packet helps make the day more enjoyable for you and more meaningful to our youth presenters. In this guide, you will find:

- **Youth Learn to Speak Up!**
- **Types of Horse Communications Categories**
- **General Guidelines for all Presentation Categories**
- **Sample Evaluation Forms**

We know how valuable your time is and we appreciate your support of this worthwhile event. Please do not hesitate to contact your county's 4-H Educator if you have any further questions about your responsibilities as a District Evaluator/Judge. Again, thank you for volunteering to give your time to the young leaders of today and tomorrow!

Sincerely,

*Dena L. Altavilla*

Dena Altavilla  
4-H Youth & Family Program Director  
Cornell Cooperative Extension of Putnam County

## YOUTH LEARN TO SPEAK UP!

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 Youth Members throughout NYS as well as the country have an edge in public speaking because they are given the opportunity to develop and hone their speaking and communication skills through a 4-H program called Public Presentations.

4-H Public Presentations is a nationally recognized element of the Cooperative Extension 4-H Youth Development Program. 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.

Through a progressive series of communication activities, youth develop poise; gain self-confidence before a group; learn to express ideas clearly; learn how to respond spontaneously to questions; and gain subject matter knowledge.

**Horse Communications is an *expanded* component of the 4-H Public Presentations Program.** 4-H Public Presentations and 4-H Horse Communications share the same goals, however **Horse Communications has:**

- **Stricter Time Limitations**
- **Introductions Presented Differently**
- **Stricter Judging Guidelines**



### **There are several types of Horse Communications Categories including**

(Please go to <http://www.ansci.cornell.edu/4H/horses/> to download Sample Evaluation Forms prior to the Horse Communications Event in your county/region.)

- **Individual Presentation (Junior or Senior)- Illustrated Talk**
- **Individual Presentation (Junior or Senior) - Demonstration**
- **Team Presentations (Junior or Senior) - Illustrated Talk**
- **Team Presentation (Juniors or Seniors) - Demonstration**
- **Individual Public Presentation (Junior or Senior) (*Public Speaking*)**
- **Slide/Audio Presentation (Junior or Senior)**
- **Videotaped Presentation (Junior or Senior)**
- **Impromptu Speaking (SENIOR ONLY!)**

## **GENERAL GUIDELINES FOR ALL PRESENTATIONS:**

### **Dress Code:**

**A strict dress code will be enforced.** Clean, neat clothing, appropriate for the event and weather conditions will be expected. Remember, contestants are representing 4-H, Cornell, and their county and region. Shirt must have sleeves and cover midriff. No inappropriate language on clothing. Skirts and shorts must be longer than the individual's fingertips when their hands are at their sides.

### **Eligibility**

Teams to compete in regional contests may be selected by any means agreeable to the majority of counties within that region. Regions are encouraged to allow as many youth as possible to participate in regional competitions. Regions are advised to follow state rules, but may alter to fit their needs. All teams competing in state and national contests must conform to state and national rules.

- **Seniors:** Senior contestants must be at least 14 years of age but not yet 19 years of age by January 1 of the current calendar year.
- **Juniors:** Junior contestants must not have achieved their 14<sup>th</sup> birthday prior to January 1 of the current year. **Please note:** For State events, a junior youth must have reached their 9<sup>th</sup> birthday prior to January 1 of the current calendar year.
- **Novice (optional):** Contestants must not have achieved their 14<sup>th</sup> birthday prior to January 1 of the current calendar year **and must never have participated in a Communications contest** at the regional level. At the discretion of the region, exceptions may be made to allow contestants who are 9 years of age or less to compete.

**Introductions:** Introductions should be brief and simple. They should include the presenter(s) name and the title of the presentation. Other brief information may be included at the discretion of the presenter; please keep information pertinent to the presentation. The introduction will be counted in the total time of the presentation.

### **Technology:**

1. Computer generated, integrated, and highly technical forms of presentations (ie: Power Point) will be allowed in 4-H Horse Communications Events.
2. When doing a Power Point presentation, everything must be designed, developed and produced by the contestant, just like a contestant would do if making standard posters and props.
3. Although a contestant may be "tied" to the computer during the presentation in order to progress through the slides, reading off of the computer screen is just like using notes, and will be judged as such.
4. The contestant is responsible for bringing, setting up and using the computer, projection unit, and other necessary equipment. Realize that completely dimming the lights in the room may be necessary for older projection units, but may result in the judges not being able to see the contestant, which could result in point deductions. It would be wise to have a newer, high lumens projection unit that will not require a completely dark room.
5. If pictures and information are taken directly from another source (online or otherwise), it is necessary, as with traditional presentations, to cite where the information was acquired so that the judges are aware. For example, pictures that are taken off of a website should have the url of the website listed below it so that the judges can read it.





## PRESENTATION CATEGORIES & GUIDELINES

### INDIVIDUAL PRESENTATIONS: Senior & Junior *Demonstration or Illustrated Talk*

To Download sample copy of Evaluation Forms for INDIVIDUAL Presentations go to:  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications\\_Individual\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications_Individual_Score.pdf)

1. **Individual event.**
2. **The subject must pertain to the horse industry.** Presentations that do not appropriately relate to the horse industry can be disqualified at the discretion of the judges/evaluators.
3. **The presentation may be a demonstration or illustrated talk.** All references to the term "presentation" in these rules include either demonstration or illustrated talk. A demonstration is defined as a presentation of a step by step procedure with an end product or result. An illustrated talk is defined as a presentation of an idea or topic that uses visual aids to convey the message. Both presentation forms are acceptable and will be evaluated equally, although the delivery methods are different as defined above. Both should utilize visual aids to help convey the major points of the presentation and more than one type of visual aid is preferable. Visual aids may include but are not limited to handouts, posters, props, videos, slides, and computer generated media (Power Point, websites, etc.). **No live animals may be used.**
4. **Contestants may use notes.** However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
5. **Presenters must supply all of their own props.** Any other equipment needs must be made through special arrangement with contest officials.
6. Creative audio visual aids may be used, but the contestant must be involved in making or designing them.
7. During the contest, the contestants may introduce themselves by name, county, and presentation topic.
8. **Presentation should be 9-12 minutes in length.** Three (3) points will be deducted from the total score on each judge's score sheet for every minute (or fraction of minutes) under 9 minutes or over 12 minutes.
9. **Contestants should cite their own major references after the conclusion of their presentation.** This will not be counted in the allotted time.
10. **Only the judge(s) may ask questions of the contestant.** Question time will not be counted in the allotted time. Contestants should repeat the question and then answer it.
11. **Ties will be broken** first by the judges' accumulated delivery score, second by the judges' accumulated organization score and third on content and accuracy score.
12. **Contestants may use video recorders to tape their own presentations.** It is the responsibility of the coach to provide all necessary recording equipment.



## **TEAM PRESENTATIONS: Senior & Junior** ***Demonstration or Illustrated Talk***

To Download sample copy of Evaluation Forms for TEAM Presentations go to:  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications\\_Team\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications_Team_Score.pdf)

1. **This is a team event** where both participants should have an equal role in the presentation. A team consists of two members (**2 Juniors or 2 Seniors, no mixed ages**). (**Prerequisite: At least one prior Individual Presentation**).
2. **The subject must pertain to the horse industry.** Presentations that do not appropriately relate to the horse industry can be disqualified at the discretion of the judges.
3. **The presentation may be a demonstration or illustrated talk.** All references to the term “presentation” in these rules include either demonstration or illustrated talk. A demonstration is defined as a presentation of a step by step procedure with an end product or result. An illustrated talk is defined as a presentation of an idea or topic that uses visual aids to convey the message. Both presentation forms are acceptable and will be evaluated equally, although the delivery methods are different as defined above. Both should utilize visual aids to help convey the major points of the presentation and more than one type of visual aid is preferable. Visual aids may include but are not limited to handouts, posters, props, videos, slides, and computer generated media (Power Point, websites, etc.). **No live animals may be used.**
4. **Contestants may use notes.** However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
5. **Presenters must supply their own props.** Any other equipment needs must be made through special arrangement with contest officials.
6. **Creative audio visual aids may be used,** but the contestant must be involved in making or designing them.
7. During the contest, the contestants may introduce themselves by name, county, and presentation topic.
8. **Presentations should be 10-15 minutes in length.** Three (3) points will be deducted from the total score on each judge’s score sheet for every minute (or fraction of a minute) under 10 minutes or over 15 minutes.
9. **Contestants should cite their own major references after the conclusion of their presentation.** This will not be counted in the allotted time.
10. **Only the judges may ask questions of the contestants.** Each team shall be asked the same number of questions. Question time will not be counted in the allotted time. Contestants should repeat the questions and then answer it.
11. **Ties will be broken** first by the judges' accumulated delivery score, second by the judges' accumulated organization score and third on content and accuracy score.
12. **Contestants may use video recorders to tape their own presentations.** It is the responsibility of the coach to provide all necessary recording equipment.

**PUBLIC PRESENTATIONS: Senior & Junior**  
***(Public Speaking)***

To Download sample copy of Evaluation Forms for PUBLIC SPEAKING Presentations go to:  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications\\_PublicSpeaking\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Communications_PublicSpeaking_Score.pdf)

1. **This is an individual event.**
2. **Subject must pertain to the horse industry.** Speeches not appropriately related to the horse industry can be disqualified at the discretion of the judges.
3. **No visual aids, charts or other equipment may be used.**
4. **Contestants may use notes.** However, excessive use of notes may be counted against the contestant. This will be at the discretion of the judges.
5. During the event, the contestants may introduce themselves by name, county, and presentation topic.
6. **Speeches should be 7-10 minutes in length.** Three (3) points will be deducted from the total score on each judge's score sheet for every minute (or fraction of a minute) under 7 minutes or over 10 minutes.
7. **Contestants should cite their own major references after the conclusion of their presentation.** This will not be counted in the allotted time.
8. **Only the judges may ask questions of the contestant.** Question time will not be counted in the allotted time. Contestants should repeat the question and then answer it.
9. **Ties will be broken** first by the judges' accumulated delivery score, second by the judges' accumulated organization score and third on content and accuracy score.
10. **Contestants may use video recorders to tape their own presentations.** It is the responsibility of the coach to provide all necessary recording equipment.



## **Guidelines For Additional Presentation Types**

*(No National competition available)*

### **SPECIAL PROGRAMS: Senior & Junior** ***Slide/Audio Presentation***

**To Download sample copy of Evaluation Forms for SLIDE & AUDIO Presentations go to:**  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Slide\\_Audio\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Slide_Audio_Score.pdf)



1. **Time Limit:** 20 minutes minimum, 30 minutes maximum. A 3-point penalty will be deducted for each minute or portion of a minute under 20 minutes or over 30 minutes.
2. Each presentation shall **consist of a minimum of 30 slides and a maximum of 80 slides** including titles, credits, and endings.
3. The presentation **shall include an audio player** cued for automatic advance or incorporated into the presentation.
4. Each presentation **shall be at the work of not more than ten (10) members**, who shall be solely responsible for the photography, graphic art, script development, narration, recording, and cuing.
5. **No more than one (1) projector and one (1) audio player may be used.**
6. **At least one (1) member** of the production crew **must represent the presentation in competition** and be prepared to answer questions concerning the content and the development process.
7. Ties will be broken by the highest individual score sheet first, and finally by decision of the judge.

### **SPECIAL PROGRAMS: Senior & Junior** ***Videotaped Presentation***



**To Download sample copy of Evaluation Forms for VIDEO Presentations go to:**  
[http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Video\\_Presentation\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/eevents/Video_Presentation_Score.pdf)

1. **Time Limit:** 20 minutes minimum, 30 minutes maximum.
2. **Each presentation may be the work of not more than ten (10) members** who shall be solely responsible for camera work, recording of video and audio inputs, all graphic and photographic materials contained in the tape, the development of the script, and the narration.
3. **Non 4-H members may assist with editing**, but must be under the supervision and direction of at least one member of the 4-H production crew.
4. **If music is incorporated, proof of the legal use of this music must be submitted.**

5. Unless the presentation is prepared on 1/2" VHS cassettes, a tape player suitable to accommodate the tape production must be supplied by the presenting group.
6. At least one member of the production crew must represent the presentation in competition and be prepared to answer questions concerning the content and the development process.

#### 7. SCORING :

##### **Camera Work (40 Pts.)**

- **Clarity** (10 pts.) Is the general overall quality of the film suitable for instructional purposes?
- **Focus** (10 pts.) No lapses or fuzziness. Are the images central, crisp and sharp?
- **Continuity** (10 pts.) In the filming process, is there an orderly and logical presentation of the subject so that information flows smoothly?
- **Editing** (10 pts.) Film contains a minimum of irrelevant material. It is light, lean and has images which should always deal with its subject? Some consideration should be given to a variety of camera angles, close-ups, etc.

##### **Script (30 Pts.)**

- **Coordination with video** (15 pts.) Script closely and accurately goes along with images. The pace is good.
- **Audio Clarity** (15 pts.) Voice is measured, clear. There is proper volume, uniform quality with sufficient pauses and no loss of information.

##### **Miscellaneous (if used - 10 Pts.)**

- Graphics, music, credits, time—These should be clear, of obvious quality and be an integral part of the presentation.

##### **Time Limit**

- 20 to 30 minutes—3 pts. penalty for each minute or portion thereof under 20 minutes, or over 30 minutes.

##### **Explanation & Questions- 20 Pts.**

Participants should be able to explain the purpose of this project and why this knowledge is important.

Participants should demonstrate knowledge and research on this topic and be able to answer pertinent questions raised by the subject matter.

8. **Ties will be broken by the highest individual score sheet first**, and finally by decision of the judge.

**SPECIAL PROGRAMS: Senior Only!**  
***Impromptu Speaking***



**To Download sample copy of Evaluation Forms for IMPROMPTU Presentations go to:**  
[http://www.ansci.cornell.edu/4H/horses/rulebook/edevents/Impromptu\\_Speaking\\_Score.pdf](http://www.ansci.cornell.edu/4H/horses/rulebook/edevents/Impromptu_Speaking_Score.pdf)

1. **Time Limit:** 5-8 minutes.
2. The **objective of this contest is to promote confidence and communication skill building** within the 4-H community. In addition, creates an arena for horse 4-H'ers to express their knowledge and opinions of the horse world.
3. This **contest is open to senior level 4-H'ers only.**
4. Contestants will have no prior knowledge of what the topics for the contest will be.
5. Contestants cannot use any props during their speech.
6. The topics will pertain to the horse industry.
7. When arriving at the state contest at their assigned time, the contestant will check in and be directed to the chairperson.
8. The chairperson will present the participant with a box full of topic questions.
9. The contestant will choose two topics at random.
10. After looking at the topics, the contestant will tell the chairperson what topic they will use as their speech.
11. The contestant will then receive 15 minutes to prepare their speech. There will be a room where selected resources are provided that the contestant can use.
12. The contestant can use notes he/she made during their preparation time during his/her speech.
13. The contestant should introduce himself/herself and state their topic question.
14. There will be between one and three judges judging the contestant.
15. There is no national contest for this contest.
16. Contestants must qualify by competing at an impromptu contest at their local and regional levels.
17. Ties will be broken based on the judges' accumulated delivery score, second by the judges' accumulated organization score and third on content and accuracy score.

**FOR ADDITIONAL INFORMATION:**  
**Please see New York State 4-H Horse Educational Events Rule Book for the Rules and Regulation of the Horse Communications Contest.**

Download a copy of the NYS 4-H Horse Educational Events Rule Book at:

<http://www.ansci.cornell.edu/4H/horses/>



# Getting Started On A Presentation

Giving a presentation is a good learning experience. You can choose a topic from any project you have taken in 4-H or currently doing. The topic should be something you enjoy, are interested in and can be presented easily in 5 to 15 minutes. 4-Hers who do a presentation develop self-confidence, the ability to speak in front of an audience and the ability to think ahead. In the following outline you will discover pointers and tips on doing a 4-H presentation.

## The 5 P's of 4-H Presentations

To give a good presentation there are several steps that should be taken. They are:

1. Planning
2. Preparation
3. Presentation
4. Poise (Appearance)
5. Practice

### Planning

1. Choose a topic that is:
  - a. A project learned in 4-H
  - b. Something you do well, enjoy doing
  - c. A subject that would be interesting to someone else
  - d. An interesting title
2. Limit your presentation to one process or main idea. Have plenty of action. Learn as many facts about your project as possible. Some sources may be:
  - a. 4-H Leader
  - b. 4-H Educator
  - c. Books
  - d. Teacher
  - e. Parent
3. Types of Presentation (each can be individual or team)
  - a. Demonstration – teach how to make/do (have a finished example)
  - b. Illustrated Talk – use of posters and or visuals (props)
  - c. Recitation or Reading – presentation of a story, poem, play, etc (memorized or read with or without props)
  - d. Impromptu – not prepared ahead, topic will be given to you on site (recommended for more experienced speakers)

### Preparation

1. Make Poster (not necessary)
  - a. Use light colored board with dark lettering
  - b. Use contrast in words (different color and size letters)
  - c. Don't over crowd the poster
  - d. The fewer the words the better
  - e. use the poster(s) during presentation
2. List the steps in the order they are to be shown and decide how you are going to do each step
3. List the supplies needed
4. Plan what you are going to tell your audience as you do each step.



# Getting Started On A Presentation

## Quick Tips

1. Your summary should be a short recap of your main points or steps.
2. Resources: When stating where you got your information you should not just state the internet; provide the audience with the website you received your information from.
3. When organizing your demonstration you should work form left to right, using a tray to transport your supplies is also very helpful.
4. When possible, use transparent equipment such as glass bowls so the audience sees the material and the process.
5. Commercial labels on products must be covered. Endorsement of any particular brand name is not permitted in a public presentation. However, if using your own container, make sure it is labeled clearly.
6. Your appearance should be neat, well groomed and good posture.
7. Keep hair off your face. If you are presenting food your hair should be tied back.
8. Your voice should be clear and correct English should be used.
9. Remember to smile and have FUN!