

Niagara County 4-H Public Presentations

Youth Presenter's Guide



Niagara County Cornell Cooperative Extension
Niagara County 4-H Program
4487 Lake Ave
Lockport, NY 14094

4-H public Presentation Advancement Opportunities

4-H Public Presentations is a progressive program that allows 4-H youth presenters to have the opportunity to develop and enhance their public speaking skills as they advance to a more challenging level of evaluation through a coordinated series of events. Each time a presenter is evaluated, they then have an opportunity to fine-tune their presentation before taking it to the next level. The higher a participant advances, the more competitive the program becomes.

Level #1 ~ Practice Session

A practice session will be offered that you can sign up for. This is not mandatory but is strongly recommended. This is done prior to the actual county presentation. You do not have to have a complete presentation ready. This is a way to review what you have assembled and receive some valuable input to continue to develop you presentation.



Level #2 ~ Niagara County Public Presentation

All 4-Her's (5-18 years of age) are invited to give their presentation to a community audience at a county-wide event in front of trained evaluators. Evaluators will constructively critique each presentation, using the Danish system the primary method of evaluation, and provide positive feedback as well as suggestions for improvement.



Level # 3 ~ District Public Presentations

Those youth (Ages 9 & up) who demonstrate a readiness for a more challenging presentation may be given an opportunity to advance to the next level ~ District Public Presentations. At this level, using the same -but more polished - presentation, presenters speak to an audience in a public venue, once again being critiqued by trained evaluators.

Guidelines for 4-H Presenters

- Age Restrictions: County Level
 - Cloverbud Fun Talks for ages 5 - 7 (Cloverbuds cannot advance to Districts)
 - 4-H Public Presentations (ages 8 & up)
- If you are selected to go to Districts, you cannot change the topic of your presentation. You must give the SAME presentation given at the county level. Using tips from your evaluator(s) 4-H members should work to enhance and strengthen their presentation skills for the District Level.
- Live animal presentations are not allowed at the district level.
- Food Demonstrations: Youth presenters with cooking demos must indicate the need for electricity should it be required for the use of hot plates, electric grills, or woks etc. Please also provide an electric cord just in case the cords don't reach.
- Posters: Posters/handouts may be hand-drawn or computer generated. Neither method is better than the other. Posters should be easy to read, neat, and organized. They should be easy to read from 30 feet away.
- Creative Introduction: How you introduce your topic and catch audience attention is important. You can use a quote, a witty remark, a personal experience, question, or surprising fact.
- Clothing: All presenters should dress in neat and clean attire: jeans and a nice shirt, khakis and a polo, skirt and a blouse, etc. Higher scores can be given when the dress enhances and/or compliments the presentation. Be sure to explain you dress in the presentation. (i.e., skater clothes for a presentation on skate boarding or show clothes for a showmanship presentation.) A suit and tie do not automatically merit a higher rating.
- Time Limits: Presentations should not exceed 15 minutes. Presentation should be at least 5 minutes in length. Time is gauged on age and experience. Older and more experienced presenters are expected to give a longer presentation. The question-and-answer period after your presentation is not part of the timed portion of the presentation.
- You will need to have a conclusion to your presentation. This is where you will emphasize the important points of your presentation that you have talked about.
- Citing Sources: **This is Mandatory.** Presenters are required to cite their sources. Presenters can either say their sources, show their sources, or bring their sources. The number of sources is dependent on age: Ages 8-12 should have two or more sources; Ages 13+ should have 3 or more sources. No Wikipedia or Google sources allowed. Must be the full website address when citing sources.
- Questions: The presenter is required to ask the audience "Does anyone have any questions?" after their presentation. When a question is asked, the presenter needs to say, "The questions was..." and repeat the question prior to answering it.
- Technology: Be prepared for technology not to work. Do not assume wi-fi will be available. GOOGLE DOCS presentations can be difficult to get to work. PowerPoint is highly recommended. Have all presentations on a flash drive.
- Remember to deliver your presentation to the audience and the evaluators. Practice your presentation so you don't have to rely on note cards. This avoids reading your presentation to the audience.

What to Expect on Presentation Day

- Refer to your email for specific directions.
- Dress appropriately ~ clean, tidy appearance
- Allow plenty of time to get to the program.
- When you arrive for your public presentation, bring all your equipment, posters, etc. into the building the presentation is being given in.
- Inside the building you will find a registration table. Check in at the table and you will be directed to the room you will be presenting in.
- Do not enter the presentation room if the door is closed. You don't want to interrupt other presenters.
- When you are instructed to set up, do so quickly. If you need assistance, ask the room host. Your parents should not be setting up for you; this is your presentation. This includes technology. Have a backup plan if your computer presentation doesn't work.
- When you are ready to start let the room host/hostess know and they will introduce you. The room host will sit down and indicate when you can start your presentation.
- Once you give your presentation and give your sources, make sure you ask the audience if there are any questions.
- Make sure you answer the question with, "The Question was" (and then repeat the question) then answer the question to the best of your ability. It is okay to say you are unsure but will find out.
- After your presentation, pack up your supplies and go into the hallway. The judges will call you to conference with them. Your parents are welcome to go with you to the conference. Please stay near in the hallway near the room you presented in so the judges can conference with you.
- You will receive an evaluation sheet after your conference with the judges. It is recommended that you save it and look at it before you do your next public presentation. The comments can help you to improve year to year.
- Don't forget to enter your posters or slides into fair as an exhibit.

Types Of Public Presentations:

- Cloverbud (ages 5 - 7)
 - Types of presentations:
 - **Recitation:** a recitation of the 4-H pledge, 4-H creed, story or poem
 - **Show & Tell (Demonstration)** A simple show and tell to talk about something they enjoy.
 - Introduction: Presenter should start with "Hello my name is ... and I am talking about ..."
 - Length of presentation should be between 3 to 8 minutes
 - Types of presentations:
 - Ideas: How to make peanut butter and jelly, how to care for a pet, how to build something out of Legos or blocks, supplies needed to go fishing.
- 4-H Member
 - Length of Presentation for 8 - 12 should be between 5 and 12 minutes
 - Length of Presentation for 13 & Older should be between 10 and 15 minutes
 - Types of presentations:
 - **Demonstration:** the presenter shows how to do something; make or repair something one step at a time. Could be baking, dance steps, playing an instrument, building a kite. Models or illustrations may be used as needed to explain information, show the steps in the process being demonstrated, or show a large-scale replica of something that is too small for the audience to see.
 - Team demonstrations are allowed.
 - **Illustrated Talk:** The presenter uses visual aids to talk about the topic. The effective use of charts, graphs, pictures, posters, slides, overheads, examples, models, etc. play a major role in communication the presenter's message.
 - Team illustrated talks are NOT permitted

- **Formal Speech:** Meant to persuade, motivate, or inform the audience without the use of visuals. Proper note card use is allowed. Presenter chooses and researches a topic of choice. A speech is written in the presenter's own words. Quotes may be used to emphasize a point. An example is you feel pasteurized milk is better than raw milk. The presenter informs the audience about the topic, persuades the audience as to why the presenter feels that way, and motivates the audience to look at the facts that were presented.
 - Team Speech is NOT permitted.
- **Creative Communications** this 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 a vehicle to conveying a message. Two types:
 - **Dramatic Interpretation:** The presenter or Team delivers a reenactment of a piece of scripted material. Content of the presentation can be taken from plays, movies, sketches, and 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 are accepted in this category.
 - Team Dramatic Interpretation is allowed.
 - **Recitation:** The presenter, with the use of vocal inflection and body language, delivers their rendition of a piece of pre-written material. Props may NOT be used, but appropriate dress to subtly represent the character or mood of the written piece is acceptable. Dress should not overwhelm the presentation. Memorization is expected, but notes are permitted. This area is not intended for presentation of original pieces written by the presenter.
 - Team Recitation is NOT permitted.

- **Teen Interview:** For ages 14 - 19. Who have given at least one prior public presentation. This is designed to give the older 4-H member an opportunity to learn and practice interviewing techniques. The interview can either be for a mock college or a job interview. You will be asked to complete a resume and cover letter for the job application or complete a college entry form. Each participant should come dressed appropriately for an interview. You will be sent the job description you will be applying for or if it is for college entry, you will be sent the application form and requirements. Be prepared to answer questions, and treat the interview as if it is at an actual business or place of employment

Sources:

Niagara County Public Presentation Committee 12/2022

*NY 4-H Development Cornell Cooperative Extension of Putman County: 4-H Public Presentations 2019 Youth Presenter's Guide; January 2019

*NYS Public Presentations Program Event Coordinator and Members of the NYS Public Presentations Planning Committee & SEDA Public Presentations Committee

* Some of these sources are not readily available as of 2022