

Niagara County Cornell Cooperative Extension
Niagara County 4-H Program
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Public Presentations

Updated by the 4-H Public Presentation Committee 12/2023

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Created by Helen Rowlands 2015



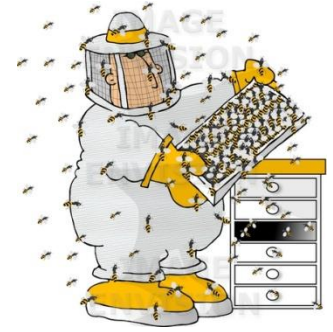
Public Presentations

You will be able to:

- ▶ Know the difference between, a Demonstration, Illustrated Talk , Formal Speech, Recitation, Dramatic Interpretation, and Interview Process.
- ▶ How to choose a topic and expand on it to make your presentation.
- ▶ How to use visual aids to compliment your presentation.
- ▶ Apply basic tips in your presentation.



Demonstration



- ▶ Show or explain how to do something.
- ▶ Make cookies, build a kite, care for a pet.
- ▶ Need either equipment, models , illustrations, posters/visuals to explain information being given.
- ▶ If item being discussed is not well visible to the audience, have a large scale illustration.
- ▶ A finished product is shown.
- ▶ Team Demonstrations ~ should reflect a topic requiring teamwork. It should balance ~ two presenters should communicate verbally and have hands-on action.

Illustrated Talk

- ▶ Presenter uses visual aids to tell about a topic.
- ▶ Effectively use charts, pictures, posters, slides, PowerPoint slides, overheads, graphs, examples, models.
- ▶ Team Illustrated talks are not allowed.



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 presenters 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 Speeches are not allowed.

Creative Communication

- ▶ Bridges the gap between message–delivery and the performing arts.
- ▶ Can be conveyed with puppetry, skits, clowning, singing, music, and story telling.
- ▶ Recitation
- ▶ Dramatic Interpretation



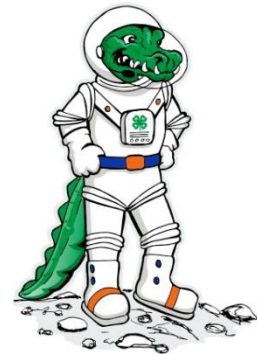
Recitation

- ▶ Use vocal inflection and body language as communication tools
- ▶ Delivers a rendition of a piece of pre-written material.
- ▶ Props are NOT used.
- ▶ Dress to subtly represent the character or mood is acceptable but should NOT be overwhelming.
- ▶ Memorization is expected, but proper use of notes is permitted in the form of note cards or a book.
- ▶ No original pieces of material written by the presenter.
- ▶ Team Recitations are not allowed.

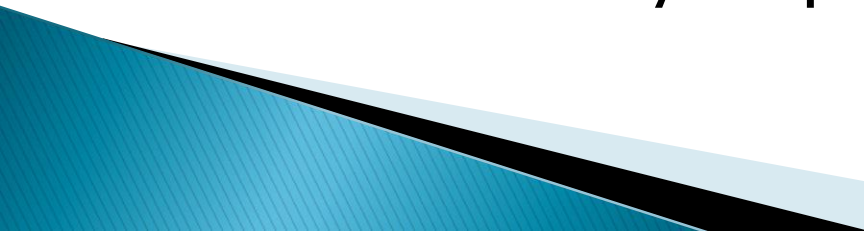


Dramatic Interpretation

- ▶ Re-enactment of a piece of scripted material.
- ▶ Content can come from plays, movies, sketches, or monologues.
- ▶ Props and costumes should be used. Simple and minimal.
- ▶ Original pieces written by the presenter(s) are accepted in the category.
- ▶ Team of two is acceptable for this category.



Interview Process

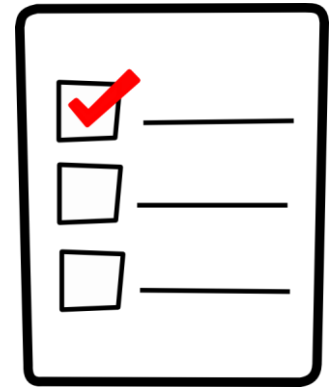
- ▶ For 4-H teens 14 and older who have given a public presentation prior.
 - ▶ Undergo a simulated job or college entrance interview with a volunteer evaluator.
 - ▶ Need a resume, cover letter, and application that will be judged based on appearance and content.
 - ▶ Oral presentation will be the actual interview.
 - ▶ Specific Guidelines are available on the CCE website and by request from the 4-H office.
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Clover Buds

- ▶ Can perform:
 - Show-and-Tell
 - Demonstration



Getting Started



- ▶ What do you want to talk about?
- ▶ Make a list of things that interest you.
- ▶ Select a topic from that list and decide what type of presentation you would like to do.
- ▶ Decide if you will be able to present the topic in the presentation format you chose.
- ▶ Recycling, cooking, woodcarving, fishing, animal care etc.

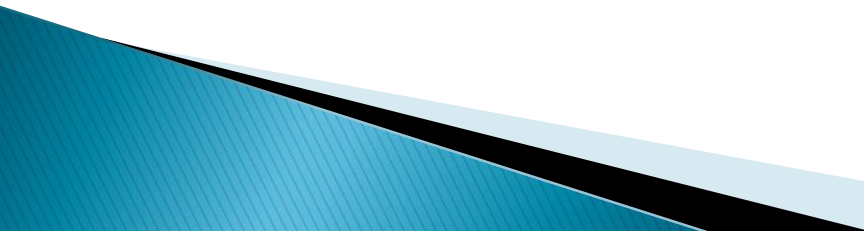
What's next?

- ▶ What do you want to say about your topic?
- ▶ Do research on your topic? The library has lots of resources. The internet can be misleading. Do not use Wikipedia or Google as a source.
- ▶ Interview an expert on the topic if you know one. You can use quotes from the experts.
- ▶ What about your topic is most interesting?
- ▶ Put these thoughts and research onto cards. Try not to use many words.



Putting it All Together

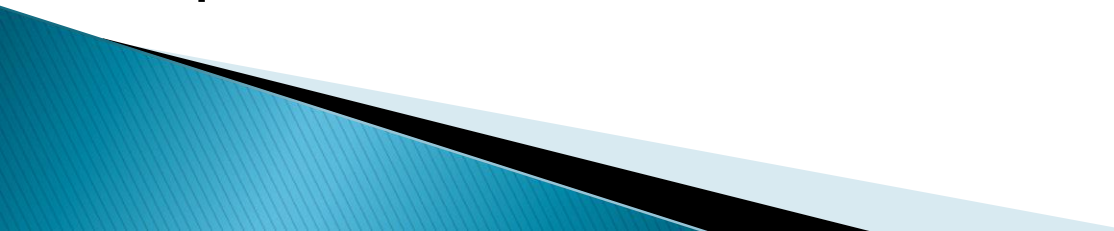
3 Parts of Your Public Presentation

- ▶ **Introduction of Topic** – The presenter introduces the topic. For creative communication – identify source of creative piece and its author.
 - ▶ **Body** – Demonstration steps of a process are shown. Illustrated Talk/Speech, the main points are identified and explained. Creative Communication the creative piece is performed.
 - ▶ **Conclusion or Closing** – Demonstration most important steps are summarized. Illustrated talk/speech recap the message or draw conclusions. Creative Communication can be built into the piece itself.
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Introducing.....

- ▶ **Introduction of Topic ~ grab audience attention**
 - Tell the audience what they will learn from listening to you.
 - You can tell a joke or story, but make sure it is about your topic.
 - Share something that has happened in your life that made you interested in your topic.
 - Share history about your topic.
 - Open with an interesting quote.
 - For creative communications ~ the presenter should identify the source of the creative piece ~ then set the stage.

Body

- ▶ This shows your audience how to do something or how something works.
 - ▶ Have how-to steps for the audience to follow.
 - ▶ You can use note cards to write down the important facts you want to talk about.
 - ▶ Arrange the note cards in the order you would like to present them.
 - ▶ The note cards should “jog” you into what you want to say.
 - ▶ You can also do this with posters, props, or PowerPoint slides.
 - ▶ Creative Communications the creative piece is performed.
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The Conclusion

A.K.A. The End

- ▶ Last part of your presentation.
- ▶ Chance to have the audience remember the important stuff you presented.
- ▶ Restate the main point of the presentation.
- ▶ Show a finished product if applicable.
- ▶ Repeat anything you want the audience to remember.
- ▶ Pass out information. (recipe, animal care) Steps you may have presented.
- ▶ Illustrated Talks will come to a conclusion.
- ▶ Give the names of resources/sources you used in your presentation. Can be on your poster or slides.
- ▶ Tangible books/magazines used as sources should be present. Individuals should be named.
- ▶ Answer questions from the audience. Use “The Question is” to recap and repeat all audience questions.

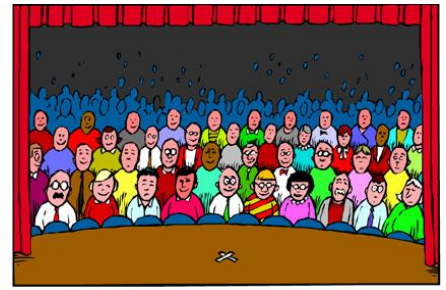
Preparation is the Key to Success!!

Preparing for your speech will help you control your nervousness.

- ▶ **KEEP IT SIMPLE** ~ Don't get complicated. Stay focused on the message you want to deliver.
- ▶ **REHEARSE** ~ "Practice makes perfect." Be sure you deliver your speech for family members and friends so that you feel comfortable with what you are saying.
- ▶ **USE NOTES AS CUE CARDS** ~ Make sure that you've rehearsed your speech enough so that you don't have to read directly from your notes. Highlight key words on your note cards to trigger thoughts about your message.
- ▶ **PACE YOURSELF** ~ When delivering a speech, many individuals tend to speed up and talk too fast for the audience. Make sure that you allow time for the audience to hear what you are saying.



Preparation Continued



- ▶ LOOK AT YOUR AUDIENCE ~ Be sure that you aren't talking to the floor when you are delivering your speech. Make good eye-contact with your audience. If it helps, pick out a couple of people in the audience to focus on as you speak.
- ▶ SPEAK CLEARLY ~ Use a voice volume that is appropriate for the room in which you are speaking. Don't yell at your audience, but don't speak so softly that they can't hear you. Also, enunciate!

Basic Tips

- ▶ Dress smartly: don't let your appearance distract from what you are saying.
- ▶ Smile. Don't hunch up and shuffle your feet. Have an upright posture.
- ▶ Say hello and smile when you greet the audience.
- ▶ Keep within the allotted time for your talk.



More Basic Tips

- ▶ Walk around a little and gesture with your hands. Don't keep your hands on the podium or in your pockets! Try not to stand in one place. Try to walk from side to side and look at different parts of the audience.
- ▶ Involve your audience ~ ask them a question.
- ▶ Don't read from your notes.
- ▶ Practice at home in front of a mirror. Keep time during your practice sessions.



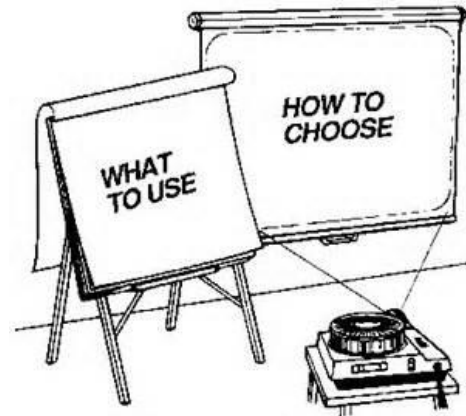
What else??

- ▶ Cite all reference sources; for internet resources the specific “address” should be used.
- ▶ Time limit is a maximum of 15 minutes and a minimum of 5 minutes.
- ▶ Live Animals – presenter is responsible for the sanitation and humane well being of the animal throughout the event. Presenter must clean the presentation area. Live animals need health certificates and must be caged or leashed.



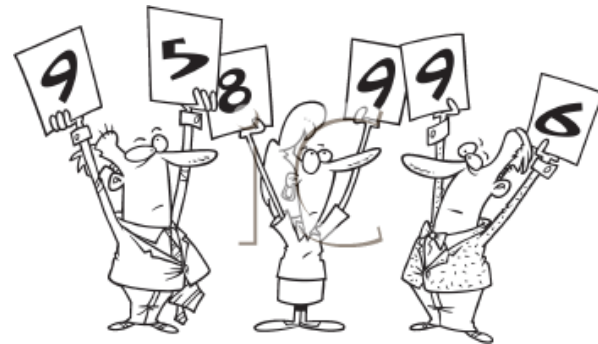
Visual Aids

- ▶ Show an enlarged view of a detail.
- ▶ Should be visible from 30 feet away.
- ▶ Show a reduced scale when a full scale is too large.
- ▶ Show a cross section.
- ▶ Compare data.
- ▶ Summarize steps to a procedure.
- ▶ List pertinent information such as ingredients or craft supplies.
- ▶ Show a timeline.
- ▶ Give references.



What Do The Judges Look For?

- ▶ Introduction
- ▶ Proper Equipment/Visual Aids
- ▶ Organization
- ▶ Proper Use of Notes/Visual Aids
- ▶ Correct Length
- ▶ Gets Point Across
- ▶ Summary
- ▶ Understands Subject
- ▶ Correct Up-To-Date Information, Sources Given
- ▶ One Main Theme with Logical Steps
- ▶ Appearance
- ▶ Eye Contact
- ▶ Voice
- ▶ Posture
- ▶ Enthusiasm
- ▶ Fields Questions Adequately



Handouts

- ▶ Copy of slides from today
- ▶ Public Presentation Registration Form
- ▶ Questions??

