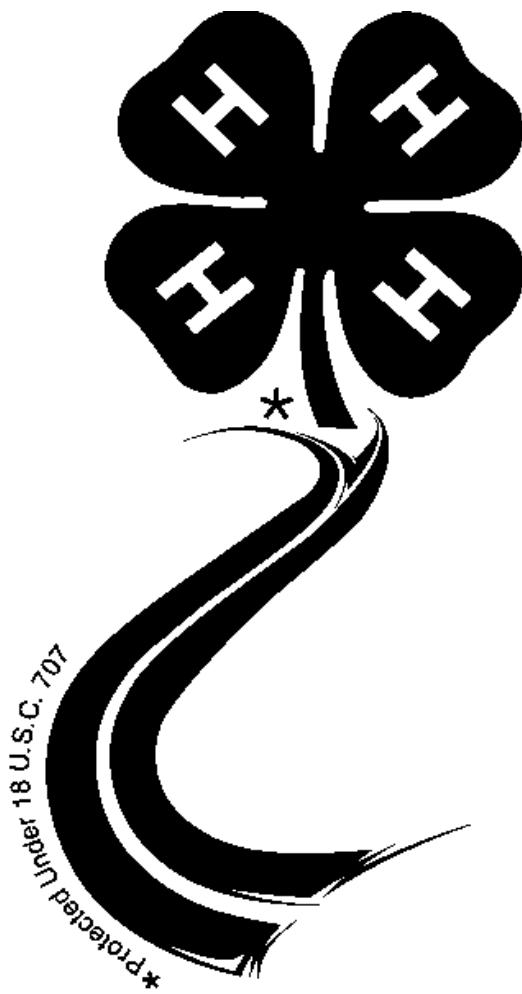


# 4H Takes You Places

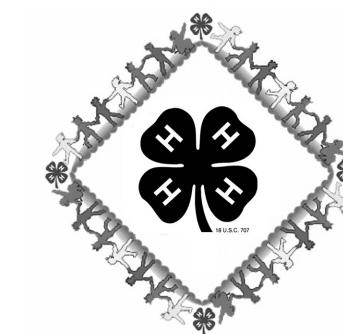
Cornell Cooperative Extension

4-H Youth Development



Saratoga County 4H

# Public Presentation Guidelines



## Saratoga County Public Presentation

4-H Public Presentations have been proven to be one of the best ways to develop poise, confidence, and leadership skills.



### 4 Simple Steps:

#### Plan:

Choose a topic. Select a topic YOU like and know well. The best demonstrations are the ones you WANT to do. Keep it simple. Go into a lot of detail with a simple idea, and you don't have to worry about leaving information out.

#### Prepare:

Research your topic carefully. Collect information that is up-to-date and accurate. Develop an outline.

\***You should have an introduction** (introduce yourself and your topic); a **body** - your demonstration (explain your topic); and a **conclusion** (sum up what you explained). Ask if anyone has any questions (be prepared to "think on your feet"). Prepare your posters.

#### Practice:

Practice what you are going to say. Practice what you are going to do. This is very important. Make sure you can handle equipment, ingredients, diagrams, models, or posters comfortably.

#### Present:

Put on a nice outfit. Stand up straight and tall.

Look at the audience.

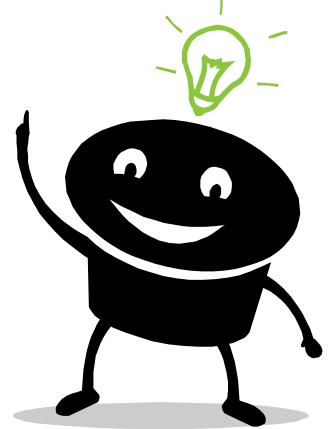
SMILE

Talk in a clear, loud voice.

HAVE FUN!



## Additional Tips



### Appearance Counts!



### Eye contact

- creates a connection with audience



### Relax and be confident



### Good Posture

- try not to slouch, fidget or lean on table



### Voice

- clear, strong, steady rate



### Avoid "Dead Air"

- long pauses with no speaking or activity



### Practice in front of a mirror



### Practice, Practice, Practice



## Your Evaluation:

- ◆ This experience should be POSITIVE and MEANINGFUL.
- ◆ Listen to the comments from your evaluators.
- ◆ Ask questions-don't be afraid to question any comment you don't understand.
- ❑ Review your written evaluation. What can be done next year? What should be continued? What should be changed?
- ❑ Use your evaluation to make your next demonstration even better. You don't have to wait until next year-why not try your demonstration again at the fair!

### **Remember the 4-H motto- “To Make the Best Better”**

## **Presentation Checklist**

- \_\_\_\_\_ Choose a topic that I enjoy.
- \_\_\_\_\_ For a demonstration, make a list of all the ingredients or supplies needed.
- \_\_\_\_\_ Make posters that are neat, simple, and easy to read.
- \_\_\_\_\_ Prepare an introduction for the presentation.
- \_\_\_\_\_ Outline the body or steps of the presentation.
- \_\_\_\_\_ Prepare a summary. Restate briefly or repeat the main points of the presentation.
- \_\_\_\_\_ Practice, practice, practice
- \_\_\_\_\_ Be prepared to answer questions. Try to think of what the audience might ask.



When preparing your public presentation, it is a good idea to gather your supplies and equipment and put them in a container (a laundry basket works great!). Every time you practice return your supplies to the container. When you are going to Public Presentation Day, all you have to do is pick up the container and head out the door. This will help you avoid a last minute search for your measuring cup, screwdriver, glue gun, etc.

## **Step 1 - Select A Topic**

Selecting a topic for your presentation is the first step towards Public Presentation Day. **It is important to select a topic you enjoy talking about and know well. It is easy to talk about things you like.** Remember, you will practice it many times before the “official” day.

Here are a series of questions that will help you arrive at a topic. Use a separate piece of paper to write the responses.

What 4-H projects, hobbies, or activities have you completed, or are currently involved in?

Which of the above did you have the most fun with? Which did you do well?

Select the two that are your favorites and you like to talk about.

A.

B.

List the skills learned during the projects, hobbies, or activities that could be demonstrated. Some examples: How to.....use, prepare, make, measure, pin, tie, sew, put together, tune (an instrument), draw, do a specific skill in a sport

A.

B.

Now, pick either A or B. Be sure the topic has one main idea, and is not too big.

## **Step 2 - Format** (For more guidelines on Format go to pages 8 and 9)

- **Introduction** - State your name, club, number of presentations before this one and the topic of your demonstration
- **Body** - the main part of the presentation; create a poster with the main talking points and use the poster to keep you on track
- **Conclusion** - summarize the main points, tell them again what you showed/told them
- **Site sources** - the 4-H project/ documents/ books/magazines/websites/4-H Project manual used to prepare the presentation
- **Ask for questions from the audience.**

### **New for 2010**

- **Time limit of presentation - judges will give presenters a warning at 12 minutes and the presenter will be asked to stop at 15 minutes.**

### Step 3 - Create a Poster

- Select heavy/ sturdy poster board or foam board. Make sure it can stand on an easel. Presenters can use more than one poster.
- Make them neat and easy to read. Be careful not to put too much on one poster.
- Use LARGE print or font. Black or blue on white is the easiest to see from a distance. It should be easy to read from 15 feet. Information can also be printed off a computer then attached to the poster board.

#### Types of posters

- ♦ Title poster
- ♦ List of supplies/ ingredients and or equipment
- ♦ Key points in proper sequence (use instead of note cards)



Draw your own illustrations, simple diagrams or graphs. Photographs are good too. Enlarge any of these by using a copy machine (black and white or color) Use color to accent and make the poster more attractive.

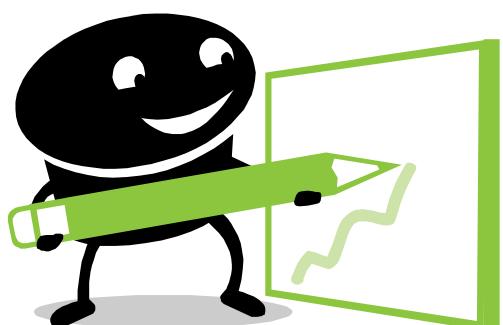
### Step 4 - Practice, Practice, Practice



Practice in front of a mirror, your family and your club

#### For Power Point presentations:

- Minimum age of 11 - **New for 2010**
- The Power Point is created by the 4-H'er and is age appropriate.
- The presenter is requested to display the talking points and images or photographs.
- Do not display the entire text of the presentation. Rather, use the Power Point/text and images as visual clues, similar to a poster.
- Presenters provide their own laptop.** We will provide the projectors and screens. Presenters must be able to connect and operate their computer and Power Point.



<b>Subject</b>	
<b>Appropriate for Experience and Age</b>	Challenging (but within ability)
	Reflects experience level (years in project)
<b>Understanding of Subject</b>	Evidence that information is understood not memorized
	Application of information in the presentation
	Explanation of technical terms
<b>Correct, Up-To-Date Information/ Sources Given</b>	Accurate
	Up to date
	Relevant
	Interesting
<b>Presenter</b>	
<b>Appearance</b>	Blouse or button-up shirt; dress slacks or shirt
	Outfit or costume appropriate to demo topic
	Neat and properly dressed for the job (apron for food demo, safety glasses or protective gloves if topic warrants)
	Hair combed or pulled back (especially for food demos)
	Hands clean (no distracting nail polish)
	Posture: stand straight, no slouching
<b>Eye Contact</b>	Poise: calm and composed
	Looks up and connects with the audience
<b>Voice: volume and rate, tone</b>	Looks around to different parts of the audience
	Loud enough
	Distinct enunciation
	Variety of tone
	Emphasis for key points
<b>Enthusiasm</b>	Smooth, not strained
	Energy
	Enjoys the subject/ presentation

## Guide to Scoring a Demonstration

5 – Outstanding (no room for improvement)

4 – Above expectation for level (number of years in 4-H or number of demonstrations)

3 – Met expectation for experience level

2 – Needs improvement

1 – Omitted something essential

### Delivery

<b>Introduction</b>	Name, club, years in 4-H, number of demonstrations
	Topic
	Why topic was chosen
	Why the topic is important to the 4-H member
<b>Body</b>	Best if demonstration shows a skill learned in a 4-H project
	Grammar and vocabulary used and pronounced correctly
	Smoothness and flow
	Organization of information covered
	Use of visual cues
<b>Summary</b>	Concise review of main points
	Concise review of equipment needed
	Summary of supplies or ingredients
	Review of why topic was chosen
	Sources of information
<b>One Main Theme with Logical Steps</b>	Orderly
	Logical progression of thoughts and actions
	Logical order (use of supplies, placement of supplies when no longer needed)
<b>Fielded questions accurately</b>	Reflects understanding of topic
	Ability to think on their feet
	Can direct audience to find more information
	It is a good idea for the demonstrator to repeat the question for the audience before answering
<b>Posters</b>	Neat
	Concise (uncluttered)
	Easy to read (all words spelled correctly)
	Charts or graphs should be accurate and easy to read
	Pertinent (material should be covered in demonstration)
	Should be unobtrusive
<b>Proper use of equipment/PowerPoint</b>	Suitable choice (right equipment for the job)
	Identified (as used)
	Used skillfully
	Visible (clear bowls) Attractive (color coordinated)
	Appropriate (no labels or brand identification)

### Tips for Cooking Demonstrations

❶ Wear hair pulled back and tied. Wear clothes appropriate for the kitchen. (Clean, washable, no long sleeves for food demonstrations). Remove rings, watches, bracelets, etc., when handling food. Wear an apron.

❷ Take lids off containers before starting.

❸ Plan to measure at least one dry and one liquid ingredient

❹ Tape a paper lunch bag to the back of tray or table for garbage during demonstration.

❺ Arrange items on table neatly, with taller items toward the back and outer edge of table.

❻ Demonstration should move from one side of the table (ingredients to be added) to the middle (add to mix), to the other side (used or dirty items). This way, if something is left remaining, you will know it is a cue to add it.

❼ Use a tray or cookie sheet with a dish towel on it to put equipment and ingredients that you have finished using.

❽ Use clear glass bowls so the judges can see what you're doing.

❾ Use containers which are easy to empty (wide-mouth jars, plastic containers).

❿ Do not use containers showing brand names. Use a separate container or cover the label or product name.

❻ Scrape bowls and jars completely.

❽ Include nutritional, storage, buying, or other information as well as the "how to".

❻ Use damp cloth, sponge or paper towels to wipe spills and fingers.

❻ Practice standing straight and tall on both feet! Look at the audience.

❻ Show finished product attractively at end on demonstration. For baked goods, don't serve corners or end pieces. They are more brown and dry.

❻ Experienced presenters should be able to give more information than beginners. Do a little research on your topic. Include more detail and be more informative.

❻ Keep the space in front of you clear so the audience can see what you are doing.

❻ Try not to use note cards or recipes. Use a poster for cues if you lose your train of thought.

❻ PRACTICE IS THE KEY! If you practice enough, you will be prepared!

❻ Take time to clean up before giving summary. Give your sources of information.

❻ Talk to the audience, not the table; look as though you enjoy what you're doing.

❻ **Smile!!!** The judges are really nice people and they know exactly how you feel. They've been through it too!

❻ Judges comments are made to help you, not criticize you.

❻ No matter what award you receive, try again next year. It is great experience and it gets a little easier every year!



# Show and Tell Evaluation



## Cloverbud

Name \_\_\_\_\_

Club \_\_\_\_\_

Age \_\_\_\_\_

Grade \_\_\_\_\_

Show and Tell Title \_\_\_\_\_

## Practice Makes Perfect

❑ Nice Smile

❑ Looked at the audience

❑ Nice loud voice

❑ Stood straight and tall

❑ Looked nice and neat

❑ Good answers to questions

**Comments:** \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

## Saratoga County Evaluation Form

Demonstration

Illustrated Talk

Date \_\_\_\_\_

Name \_\_\_\_\_

Club \_\_\_\_\_

Title of Presentation \_\_\_\_\_

Age (as of Jan. 1<sup>st</sup>) \_\_\_\_\_ Number of Presentations before this year \_\_\_\_\_

Outstanding No room for Improvement 5	Above expectation for level 4	Met expectation for experience level 3	Needs improvement 2	Omitted something essential 1
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### Score   Delivery

- \_\_\_\_\_ Introduction: introduces topic to audience
- \_\_\_\_\_ Body: grammar/vocabulary, smoothness and flow
- \_\_\_\_\_ Summary: review of main points, sources given
- \_\_\_\_\_ One main theme with logical steps
- \_\_\_\_\_ Fielded questions accurately
- \_\_\_\_\_ Posters: neat, legible, adds to presentation
- \_\_\_\_\_ Proper use of equipment/ Power Point

Evaluator's Comments

### Subject

- \_\_\_\_\_ Appropriate for age and experience
- \_\_\_\_\_ Understanding of subject
- \_\_\_\_\_ Correct, up-to-date Information

### Presenter

- \_\_\_\_\_ Appearance: neat & appropriately dressed, Poise, posture
- \_\_\_\_\_ Eye Contact: connects with audience
- \_\_\_\_\_ Voice: volume & rate, tone
- \_\_\_\_\_ Enthusiasm

<b>Total</b>	<b>70 - 50</b>	<b>49 - 30</b>	<b>29 - 10</b>
	<b>BLUE</b>	<b>RED</b>	<b>WHITE</b>

Evaluator's name \_\_\_\_\_

Teen Evaluator's name \_\_\_\_\_