

MEMBER MANUAL

HOW TO MAKE A 4-H PUBLIC PRESENTATION

You are expected to give public presentations as a part of your 4-H experience. And in 4-H, that makes you a winner!

Each time you present, you learn to speak more easily before groups. Your ideas are relayed readily because you have learned how to organize a successful presentation. You are better informed about your subject than ever before.

4-H public presentations are divided into two general categories -- demonstrations and illustrated talks. Both offer excellent opportunities for you to learn to speak effectively before groups.

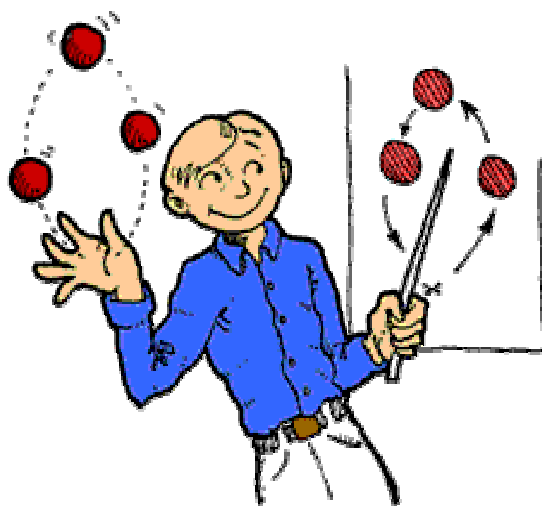
DEMONSTRATIONS

A demonstration puts words into action. An effective demonstration teaches others how to do something by showing while telling -- and showing really is worth a thousand words. At the end of a demonstration, you should have a finished product to show to your audience.

Your age, skills, experience, and the amount of time you have available to prepare and practice should be your major considerations when deciding what kind of demonstration you should give. Demonstration subjects should be interesting, worthwhile, and suitable for your audience.

ILLUSTRATED TALKS

Illustrated talks are given using a series of slides, pictures, or other visuals. They show how to do something or illustrate a process.



While visuals must be used in an illustrated talk, no finished product is required.

Some of the same features are found both in illustrated talks and in demonstrations.

- You learn to speak more easily before groups.
- Organization and preparation of visuals is a must.
- Your ability to describe vividly increases with each presentation.

You could decide to do an illustrated talk instead of a demonstration for any number of reasons including the following:

- Size of project -- your project is too large or too small to display during a demonstration.
- Subject required development over months or years.
- Demonstration time is too short to complete a finished product.
- Animals necessary to the presentation might be frightened by the audience, are too large to use with the group, etc.

INDIVIDUAL AND TEAM DEMONSTRATION

Presentations can be given by individuals or by teams. Either way has its merits. When trying to decide, ask yourself, "Can I do this best by myself or with someone else?"

Individual presentations are flexible and are fitted to both the topic and the circumstances. Planning and presenting an individual presentation is fairly simple and is less time consuming than a team presentation.

Team presentations are a good way to learn team planning and cooperation. They are, however, more difficult to prepare, practice, and give than an individual effort. Nevertheless, team presentations have the advantage of allowing each team member to give a portion of the total presentation and at the same time of giving the viewing audience a change of voices and personalities.

Teamwork is encouraged throughout the presentation. Shifting the presentation from one team member to another should occur at natural intervals. A team presentation should include all team members.



GETTING READY TO PRESENT

Know your subject. Because it is impossible to show and tell everything there is to know about a subject during a presentation, you should be prepared to answer questions your audience may ask. One main idea or theme should dominate your presentation. You should confine the presentation to something that can be demonstrated or illustrated. Take into

account the physical facilities that are needed and available when choosing your subject.

The title of your presentation should give a hint about your topic. Be creative when giving your presentation a title. For example, if you are going to do a demonstration on eye makeup, you might choose the title "The Eyes Have It" as opposed to "Applying Eye Makeup."

Recommended Time Limits for 4-H Public Presentations

Minimum time is 3 minutes; maximum time is 20 minutes.

Juniors	3 - 9 minutes
Intermediates	5 - 15 minutes
Seniors	8 - 20 minutes

Shaping the Presentation

You should prepare a written outline of the parts of your presentation. Include three main parts: introduction -- the "why" of it; body -- the "show and tell" portion; and summary -- the "what" of it.

Introduction. This should be brief, original, and a follow-up of the title. Tell why the topic was selected. Make your audience feel that the subject is important. Be sure to introduce yourself if that has not already been done by the MC.

Body. Ask yourself the following questions when you prepare the show and tell portion of your demonstration / illustrated talk.

1. What are the steps that are necessary to carry out the presentation?
2. What is the logical order of things that I should do in the presentation?
3. What should I say to explain the order of events?
4. What materials do I need to do the presentation?
5. Can I use posters or other visual aids to illustrate the presentation and to stress the main points in a clear and effective way?

The body of the presentation should show and explain the necessary steps in the process.

Develop the central idea as each step is presented. Tell what is being done and why you are using a particular method. For example, imagine you are giving a demonstration on how to make a blouse using french seams on a very thin fabric. You explain that french seams enclose the raw edges and will make the see-through garment more pleasing to the eye.

Design explanations to fill the action time. Give them in your own words. Memorizing material is not recommended. However, since presentations are somewhat formal, avoid personalizing the explanations. Instead of saying, "You should use french seams.. ." it is better to say, "French seams are best, because..." Also, be sure to speak in complete sentences throughout your explanations.

Use proper equipment for the job at hand. Show skill in operating equipment. Work for simplicity and attractiveness. Keep housekeeping to a minimum. Build to a climax.

Some demonstrations pose special problems such as long intervals between steps. Avoid this problem by having the item or product available at various stages of development. For example, show dinner rolls at the preparation and completion stages.

Summary. This is your last chance to put your message across. Confine your summary to points of the presentation you want the audience to remember such as ways the topic can be valuable to them. Never introduce new material in the summary.

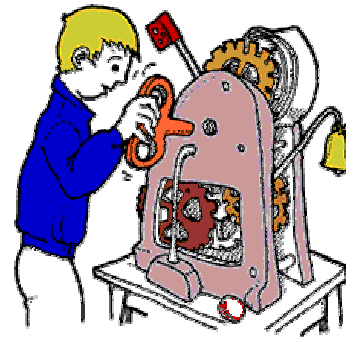
Be prepared to answer questions. The audience may have missed some point or a step of the presentation. Or they may want to test your knowledge. When a question is asked, let the entire audience know what the question was by repeating it or by incorporating it in the answer.

If questions are asked that you can't answer, don't worry. Simply say you don't know the answer. Unless the presentation is a contest, you may ask the audience to help with answers.

When there are no more questions, thank the audience and invite them to sample and/or inspect the finished product. Having copies of recipes or some sort of handout available for the audience is a popular gesture.

PRACTICAL HINTS

When preparing your presentation, follow these guidelines to add polish to your demonstration/illustrated talk.



Setting Up

- Arrange equipment and supplies so that the audience can see clearly.
- Place extra equipment on a second table away from the demonstration table.
- Use trays to group your supplies and equipment. It is easier to move materials on trays and it looks neater.
- When possible, use transparent equipment such as glass bowls so the audience sees the material and the process.
- Label containers clearly and be sure your labels are visible to the audience.
- Keep a hand towel or paper towels handy if needed. A paper bag taped or tacked to the table or working area serves as a handy waste container.

What to Wear

First impressions are *very* important.

- Choose simple, practical clothing so that your audience will be attracted to your demonstration, not distracted by your clothes. Team members might want to dress alike.
 - Make sure your clothing is clean, neat, and well pressed.

- Be sure that your hands and fingernails are clean and well kept.
- Keep jewelry to a minimum. Avoid excessive makeup.



Visuals

Use visuals only when they enhance your demonstration/illustrated talk. If visuals will not make the demonstration better, you should not be required to use them.

Simple, well-prepared visuals help the audience learn faster, understand better, and remember longer. Visuals may be used to introduce the demonstration, to present the main points, and/or to give the summary.

When using visuals, keep these points in mind:

- Keep them simple. Use large lettering so that people in the back of the room can read them.
- Remove posters as soon as you have made your point.
- Blend the posters in with your demonstration.

Showmanship

- Make a slant board or slant the table toward the audience.
- Hold mirrors over the finished product.
- Use racks to display garments on hangers.
- Make, use, and display name tags that give the title of your demonstration.
- Use trays and attractive dishes to display the finished product.
- Number the backs of posters for easy identification when using several charts of identical size and colors.
- Refer to your project materials for catchy titles for your demonstration.

YOU ARE ON

Most people remember what they see rather than what they hear, so the way you make your presentation is very important.

With practice, you can learn to give an effective presentation. Practice enables you to know the subject, to complete the presentation effectively, and to avoid hurrying.

Poise and confidence are also important factors in a successful presentation. Always begin your presentation with a smile. In addition:

1. Look at the audience.
2. Stand erect.
3. Show enthusiasm for your subject.
4. Talk directly to the audience in a clear, conversational tone (not too soft and not too loud).
5. Goofs do happen -- go right on with your presentation and explain what happened.
6. Act and look like you enjoy presenting. Motivate the audience to want to do what you are doing.
7. Weave personal experience into your presentation.
8. Keep notes available, but never read from them or rely on them too heavily.

Keep these guidelines in mind as you prepare your presentation. Then select a topic, a theme, and a title. Develop them through the beginning, middle, and end of your presentation. Add some polish with aids and you, too, will end up a winner!

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WHY GIVE A 4-H PRESENTATION

The 4-H Public Presentation Program is considered one of the strongest methods available to develop poise, confidence and leadership abilities in youth.

It does not matter what award you receive. **Everyone who gives a presentation emerges a winner.** Those who have given public presentations find that:

- They speak with ease before groups of people.
- They can put across ideas easily because they have learned to organize what they want to say.
- They can tell people what they have learned in 4-H.
- They have learned a great deal more about the subject they have chosen.
- They learn to think ahead and develop skills.
- They learn poise and self-confidence.
- They are helped in their school work.



The best presentations are those in which the 4-H members themselves pick a topic that they enjoy. Many of the best presentations are on show and tell topics, which can be easily handled by first and second year members.

As well as being an investment in both your immediate and near future, **doing a public presentation will give you project completion and make you eligible for our Public Presentation Award Trip in the summer** (In 2006 it was to Roseland Park and in 2007 the trip was to Six Flags at Darien Lake.) Also remember, a 4-Hers total involvement in 4-H is considered when selecting for the major awards and trips.

PUBLIC PRESENTATION TIPS

Guideline for the length of Presentations:

- Cloverbud: presentations can be 1-3 minutes.
- First year: 3-5 minutes
- Second-Fourth year: 3-8 minutes
- Five years and up: 10-15 minutes
- Impromptu presentation - 3-8 minutes
- Team Presentations: minimum of 10 minutes

District presentations minimum of 5 five minutes and no more than 15.

Basic Guidelines

- If using note cards they need to be used appropriately. They are to be used as an outline, not to be read from or depended upon. Do not let them interrupt the flow of your presentation. You do not need note cards if you have posters.
- Look at your audience and stand straight as you talk to them. Get their attention by being friendly and by being enthusiastic about your topic.
- Speak clearly and be sure everyone can hear you.
- Be neat and dress properly for the presentation you are going to give.
- Arrange your work area so the audience can see what you are doing at all times.
- When using posters or models, be sure everyone in the audience can see and read them.
- Avoid unnatural long pauses.
- The sources of your information must be given. If you included it during your introduction or body of your presentation, it needs to be restated at the conclusion of the presentation. If you used the internet, you need to share the website. To say "The Internet" is similar to saying "the library". You need to state the specific book(s) or what website.
- Show the finished product to your audience.
- Presenters with special limitations or challenges are encouraged to inform the evaluators so they can appreciate the effort that was needed for completion of this task.
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- **SMILE!!** The evaluators are nice people and understand that public speaking is not easy. They are there to help and encourage you not to criticize you.

During the *introduction* remember to:

1. Greet your audience
2. Tell what you are going to present and why

During your *summary* remember to:

1. Restate or briefly repeat the main points.
2. Give sources of information, if you have not given them during your presentation.
3. Give the audience the opportunity to ask questions. Presenters should repeat any question **BEFORE** answering them. Repeating the question helps the rest of the audience to hear what was asked and can give you time to think of a response.

THE 5 P's OF PRESENTING:

PARTICIPATE - say "yes, I **will** do a presentation." Think of something you enjoy doing and want to share with others.

PLAN - How will you tell and show others what you know? Follow the three part format which includes: *Introduction, Body, and Summary*.

PREPARE - After you have selected the topic, gather the materials and resources you will need for your presentation. Prepare a poster or other visuals that will help you do an effective presentation.

PRACTICE - Practice, practice, practice! Ask a few people to be an audience, practice through your entire presentation in front of them. Check yourself on enunciation and projection. Practice until you are confident. The more you "run through" your presentation, the easier it will be on the actual presentation day.

PRESENT - Present your 4-H Presentation either in **November in North Cohocton or February in Bath.**

SCORE with Public Presentations!

_____ **S**peak loudly and smile.

_____ **C**learly pronounce your words.

_____ **O**rganize your thoughts into an introduction, body and conclusion.

_____ **R**emember and Know the main ideas, do not just memorize.

_____ **E**njoy yourself.

POSTER AND OTHER TIPS

Visuals are an important part of the presentation. Elaborate and expensive posters and visuals are not advised for beginning presenters. Simple poster board or sturdy paper will work just fine. The benefit of visuals are that they give the 4-Her a "prompt" if they "forget" part of their presentation. Judges take into account the age and experience level of each presenter.

Posters are now eligible to be entered as an exhibit at the County Fair. Judges will identify those that are eligible at each evaluation day.

SCORE With Your Posters:

Simple

Colorful

Organized

Readable

Educational



- Write in LARGE print on your posters.
- Use a broad tip pen because it will be easier to read and easier for you to use when lettering.
- Use color for variety and emphasis. **Black letters on yellow background are easiest to read. Black on white is good, too.**
- Use plain, vertical letter style except where emphasis or emotional impact is desired.
- Illustrations should be at least 1/4 the size of the overall area unless they are extremely simple.
- Margins should be larger on the bottom and equal on the other three sides.
- Get out your poster board and design a presentation to show something you have learned in 4-H. Have some fun telling others what you have learned!

Contact the CCE Office or your leader for further information or assistance in preparing a public presentation. Public presentation member and leader guides are available at the CCE Office and on the Web: putknowledgetowork.com

PUBLIC PRESENTATION TIPS FOR PARENTS

You, as a parent, are a key person in making your child's 4-H membership a successful and rewarding experience. One of the times in 4-H when your child needs extra support is during the Public Presentation Program. Your son or daughter will be spending a great deal of time in the weeks before presenting getting ready.

There are several things you can do to help:

1. Show an interest.
2. Suggest topics and allow your child to choose a topic. If he or she is having trouble, offer some suggestions of things you know your child has an interest in.
3. Give generously of your support and encouragement which will help build confidence and excitement in your 4-Her. You may have to eat fruit salad for three weeks or listen to an illustrated talk on the anatomy of a horse a dozen times.
4. Be patient. A great deal of practice is needed before a child feels prepared and confident to go before an audience. Encourage your child to practice and offer to be an audience. You can help by listening carefully and offering constructive criticism and PRAISE.
5. Attend Public Presentations in **November in North Cohocton, or in February at the County Office Building in Bath**. Come with your child. Stay and watch other public presentations. Your smiling face in the audience usually will have a calming effect on your child.
6. Help make the experience meaningful. Together review the evaluation sheet with your child after the presentation. **PRAISE THE THINGS THAT WERE DONE WELL** and help him/her to understand and develop a plan for improving aspects that need improvement "TO MAKE THE BEST BETTER".

Thank you for your interest in the Public Presentation Program and the Cornell Cooperative Extension 4-H Program.

