

## WHY GIVE A PRESENTATION?

The 4-H Public Presentation Program is considered a premier program for 4-H members where they develop poise, confidence and leadership in youth. It is the part of 4-H that members always remember what they did. It also is the 4-H activity that members say helped them develop the skills that gave them more opportunities in school, college and in their career.

Other points that they say are:

- They speak with ease before groups of people or in their classroom.
- 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 selected.
- They learn to think ahead and develop skills.
- They learn poise and self-confidence.
- Doing presentations have helped them in doing their schoolwork by organizing skills, speaking and completing the project.

The best presentations are those where 4-H members (with needed age appropriate guidance) select a topic that they enjoy. Many of the best presentations are on show and tell topics that can be easily done by beginning 4-H members.

## PUBLIC PRESENTATION TIPS

A common question asked about 4-H Presentation is how long it has to be. Cloverbuds should be from 1-3 minutes. Presentations should average between 5-10 minutes. Presentations for older members can be up to 15 minutes. **NO PRESENTATION IS TO BE LONGER THAN 15 MINUTES.** Older members who select to do an impromptu presentation should plan on 3-8 minutes.

## BASIC GUIDELINES IN 4-H PUBLIC PRESENTATIONS

If using note cards they need to be used appropriately. They are to be used as an outline. You should not be reading from the cards or depend on them. Do not let them interrupt the flow of your presentation. If you are doing a presentation topic that you truly enjoy and know about, you should not need note cards because you will be excited to share what you know with the audience.

Look at your audience and stand straight as you talk to them. Get their attention by being friendly and be being enthusiastic about your topic.

Speak clearly and be sure everyone can hear you. Remember, you have worked hard and are excited about what you are showing others so you want them to be sure to hear you.

**Be neat and dress properly** for the presentation you are going to give. You should look nice for this event. Jeans and t-shirts are not the best selection for presentation day. If you are doing a foods presentation be sure you have an apron on. Be sure you have your hair under control by tying it back or wearing a hat.

**Arrange your work area** so that the audience and the judge can see what you are doing at all times. Arrange your equipment and supplies on the left side of your work area and leave the center free to be making your project.

Place your equipment/unused supplies on the right side after you have used them. Trays or shallow boxes work well to organize equipment on for presentations.

**Supplies** can be shown in clear containers that are labeled generically. Small plastic containers work well or cover up the brand name on containers and write what it is inside on the outside. An example would be to tape a paper on a container that says “beads” so that the audience can see it or cover the glue bottle with paper and write “glue” with a marker so it can be seen by all. If you are making a food it would be good to use a clear bowl so that the changes can be seen as you are doing your presentation.

When using posters or models, be sure everyone in the audience can see and read them.

**Avoid long pauses.** You should be talking most of the time while doing a presentation. You really are explaining to the audience what you are doing.

At some point in the presentation you need to tell where you got your idea and the **sources of information** for the presentation. Maybe you have a gracious way of telling at some point in your talk how you came up with the idea. For example: “Snowmen are my favorite to collect and today I am going to show you how to make one out of clay pots.” Then at the end of the presentation you can say “My information to day came from the book titled “Crafts for Holidays.” Be sure you have something to show as a resource. That is a way that you will not forget to include it in your talk. Books are excellent resources as you can usually find one on any subject even if you did not get a lot of information from it. If you use the internet for your information, you must state the website. You cannot just say “I got my information from the computer.”

**Be sure to show a finished product to the audience.** If you are doing a demonstration, you will probably have that to show when you are done. If you are making a food or something that will need further construction, be sure to have one done to show. 4-H members who do illustrated talks usually have what they are making at different stages of construction with one completed to show.

Leaders or parents of presenters with special limitations or challenges are encouraged to inform the 4-H staff so that the evaluator can be informed and the effort of the member can be appreciated.

**SMILE!!!** You have worked hard to get your presentation ready. You are excited because you are doing something you enjoy doing. Everyone is proud of you.



## **SCORE with Public Presentations**

**Speak loudly and smile**  
**Clearly pronounce your words**  
**Organize your thoughts into an introduction, body and conclusion**  
**Remember and know the main ideas, do not memorize**  
**Enjoy yourself**

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 is that they give the 4-Her a “prompt” if they “forget” parts of their presentation. Judges take into account the age and experience level of each presenter.

## **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 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  $\frac{1}{4}$  the size of 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.

## 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 coming weeks getting ready.

There are several things you can do to help:

1. Show an interest.
2. Suggest topics: 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 that 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 the Public Presentation event with your child on February 3 or 6<sup>th</sup>. Come with your child. Stay and watch the other presentations in the room for encouragement to your child and others. 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 aspect that need improvement **"TO MAKE THE BEST BETTER."**



