

Planning a 4-H Presentation

A Few Easy Steps



Step One:

WHAT is the subject matter you wish to present? Select a subject in which YOU are interested and would like to teach to other people.

Step Two:

NARROW DOWN the subject to a specific topic or process, i.e. types of seams or steps for a natural wood finish.

Step Three:

WHO is your intended audience: adults, teens, primary members, experts, or novices, etc.?

Step Four:

RESEARCH your topic. Find out the most accurate and recent information on your topic. Consult your project leader, member guides, magazines, books, web sites, encyclopedias.

Step Five:

WHY are you giving the presentation – to inform, teach facts, motivate to action, to stimulate thought, to show a process? Write out in one sentence what you would like your

audience to be able to do as a result of watching your presentation.

Suggestion: You may want to set up a self-evaluation test at the conclusion of your presentation; ask one member of the audience to participate with you in performing the skill. “Let’s see if you can identify poisonous plants with the techniques I have just demonstrated.”



Step Six:

DECIDE YOUR CONCLUSION FIRST. Every piece tells the story. If a part does not fit the story objective, take it out.

Step Seven:

HOW WILL YOU DO your presentation?
Develop an outline of your presentation.

- State your purpose
- Write out your title
- Divide your outline into the introduction, body, and conclusion

INTRODUCTION: Use an opening device to create interest in your topic. Then present the

main idea which can be the purpose of your presentation, thesis or topic sentence. Then preview the main points you intend to cover in the body of your presentation.

Example:

Problem: "One of the most common problems people have on hikes in the wilderness is that they are unable to distinguish between poisonous plants and nonpoisonous plants. For example, how often have you heard stories about people who sat down on a patch of Poison Oak?"

Solution: "Today I am going to show you how to identify three common poisonous plants. As a result of being able to identify these plants, you will be able to avoid them and thus enjoy your visits to the wilderness."

BODY:

Tell them and show them. Tell them the three main points of your talk.

Example:

"Three common poisonous plants are:

1. poison oak
2. stinging nettle
3. oleander"

Show the plants as you talk.

1. "Three types of poison oak are:"
2. "Three characteristics of nettles are:"

CONCLUSION: Include a summary of the body's main points and use a closing device to make your presentation memorable.

Example:

"Three common poisonous plants are... "

Step Eight:

DEVELOP A TITLE which

1. is an attention getter
2. summarizes your purpose

3. is short and to the point (4 to 5 words)

Examples:

"Leaf These Plants Alone"
"Look But Don't Touch"

Step Nine:

PREPARE YOUR MATERIALS for the presentation

- Use poster board or other materials to illustrate the main points of your presentation;
- Use your outline to serve as the text of your poster board illustrations; and
- Select models and hand-held objects to be used in the presentation.



Step Ten:

PRACTICE your presentation. How will you set up your workspace? How will you handle the materials as you show them? Where will you place them when you put them down?

Step Eleven:

Try to anticipate questions that may come up and find answers to those questions.

Step Twelve:

PRACTICE your presentation again, and again, and again! While practicing, try not to memorize your presentation word for word. Keep your delivery fresh and exciting.

Guidelines for All Presentation Formats

Setup

The speaker is responsible for supplying and setting up all equipment for the presentation. Room Hosts may assist you during set up and take down. If you cannot set up the equipment necessary for the presentation without adult assistance, judges may infer that you did not prepare the visual portion of the presentation.

You may not receive assistance during the presentation. If equipment used in the presentation malfunctions, then you may request an opportunity to restart the presentation once you have had a chance to repair the equipment. Parents may assist with equipment malfunctions. Judges should give the speaker the opportunity to relax and regroup his/her thoughts prior to restarting the presentation.

Personal Appearance

4-H does not have an official uniform. Clothing is to be neat, clean and appropriate for the presentation being given.

You should practice good personal hygiene and be well groomed when giving their presentation. You can improve your appearance by having your shirt tucked in, no holes in your clothing or shoes, no logos or slogans on your clothing, and clean, combed hair.

Questions

In most presentation formats, only the judges may ask questions. Speakers are expected to handle questions related to the presentation. The purpose of questions is to evaluate how the speaker thinks using presentation

information. You should make sure that questions are heard by the entire audience by repeating the question, paraphrasing the question, or including the question in the answer. Repeating gives you the chance to make sure you understand the question. You have given an acceptable response when you admit you are unable to answer the question, but provide a resource for finding the answer.

Award Systems

The Danish System of judging is commonly used in 4-H competitions. Entries are placed based on merit by how well the entry performed the basic skills of public speaking. Each entry has an equal chance to receive each placing based on the quality of the entry. All entries receive a placing. The Danish System generally uses color placings starting with gold or blue and then continuing with red and white. All presentation formats use the Danish System of judging.

A "Gold Award" is required for advancing to the next level of competition. Speakers may not be disqualified from competitions for any reason. Any serious defects should be reflected on the evaluation rubric in the appropriate skill area. Judges should reduce the score by 1 point for any serious defect in the skill area that most closely relates to the defect.

Photography and Filming

The Event Coordinator will set the policy of filming and photography of presentations during the event.

Age Classifications of Entries

Members of teams and group presentations will be judged using the age or grade of the oldest team member.

Primary: Kindergarten through 3rd Grade

Junior: Age 9 or 4th and 5th Grades

Intermediate: 6th, 7th, and 8th Grades

Senior: 9th Grade and up.

Primary participants may not be judged. Any team presentations that include any primary members may not be judged. All ages/grades are as of January 1 of the current 4-H year.



Member Accommodation

If a speaker has special physical or educational needs that affect the delivery of the presentation, the speaker or helper should note on the presentation application the special needs of the speaker and how the presentation format has been adapted to assist the speaker to participate in the presentation program.

Accommodations will be made by the Event Coordinator to fully implement Section 509 of the 4-H Policy Manual concerning Disability Guidelines for Accessibility.

Research and Citation

Research on the topic may be conducted through 4-H leaders, parents, experts, the library, internet and many other sources. The member should remember to cite the source of the information.

Pre-Announced Topics

Topics for impromptu and problem solving categories are announced early winter (December or January).

Helper's Hints

1. Help the speaker choose a topic that interests him/her. Presentations are supposed to help the speaker learn more about a topic he/she has learned in 4-H by giving the speaker a chance to teach the topic. Successful teaching shows a higher level of understanding.
2. Presentations require practice, and practice shows during the competitions.
3. Memorization may work for some speakers, but learning the presentation is better because the speaker appears fresh during each presentation.
4. Prepare the speaker for problems including distractions, tough judges, falling posters, and forgotten items.

