



*We are Alaska 4-H*



## Should I Do a Presentation?

Does the thought of speaking in front of others make you sweat? 4-H presentations to the rescue! Participating in presentation opportunities in 4-H will help you:

- Learn to organize and present information
- Gain self-confidence and public speaking skills
- Become more knowledgeable and teach others
- Respond to questions
- Compete for awards and recognition

## Opportunities Abound

- Club presentations
- Community service organizations
- District, state or national contests
- School classes
- Teaching workshops
- Talent shows and special events
- YouTube and other online sites
- Camps
- Drama productions, puppet shows and theater
- Radio and television
- Fair exhibits and events

## What Can It Be?

Most 4-H presentation contests include the following categories:

**Demonstration:** Shows how to do something. Visual aids and posters may be used. The demonstration could include a talent (skit, musical number, comedy, etc.) or cultural arts (dramatic reading, music, dance or other performing arts).

**Illustrated Talk:** Tells about a topic related to an educational display. Visual aids, posters, slides, PowerPoint, video or digital media may accompany the presentation.

### **Speech:**

A **Prepared Speech** is written and delivered by the member. It may be informative, persuasive or entertaining. Note cards may be used, but no visual aids are permitted.

An **Extemporaneous Speech** is where the participant is given a topic (or a choice of two or three topics) and research materials, with a time limit to prepare, then makes the presentation.

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## How Do I Get Started?

1. **Choose a topic** of interest to you and others.
2. **Research your topic**, theme or demonstration idea.
3. **Develop an outline and time frame** to help you organize the steps in the process and gather the equipment, supplies, illustrations and knowledge required.
4. **List the important steps** and processes to be discussed and arrange in logical order.
5. **Outline the explanation necessary to go with each step** or process. Remember that people learn in different ways, so the presentation should include both verbal and visual information.
6. **List and prepare** the necessary material, equipment, illustrations, models etc.
7. **Organize your introduction** (what, who, why), **main body** (what, how, why) and **conclusion** (summary, questions, closing).
8. **Plan your appearance.** Wear suitable clothing; be neat and clean.
9. **Practice** and practice more; use a mirror.
10. **Be prepared** if things go wrong or are forgotten.
11. **Evaluate ways** to improve.





## **Choosing a Subject**

Pick a topic that is interesting to you and preferably one that is familiar to you.

Limit your presentation to one process or main idea.

Learn all the facts you can about your subject.

Plan the steps and what you will do or say.

After you have the plan, choose a catchy title.

## **All Presentations Have Three Parts**

## Visuals

Visuals are what you use to help illustrate your presentation and help the audience see how you do it. Visuals may be equipment, posters, charts, slides, videos or other objects.

### Using Visuals

Use visuals only while demonstrating the point they illustrate, then set aside or they may detract from the rest of your presentation. Have them in order of use and within easy reach. Each should attract attention, be simple and neat, serve a purpose, be easy to use and fit smoothly into the demonstration.

Use the **real thing** when:

- You want to involve as many of the five senses as possible.

- The object is practical to carry, transport and maintain.

- The object is unusual or interesting enough to hold the audience's attention.

Use **models** or miniatures when:

- The real item is very large or small or impractical to transport.

- Inside or cutaway views help tell your story

Use **boards** (chalk, dry-erase,annel, magnetic) when:

- You want to show a process.

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# — Organizing a Competition —

## Categories and Divisions

Presentation contests are open to all 4-H members.

Cloverbud presentations are awarded participation ribbons only, not a placing.

Demonstrations, Illustrated Talks and Speeches will be judged in separate age categories:

Cloverbuds: ages 5–7

Junior: ages 8–11

Intermediate: ages 12–14

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# Presentation Contest Results

District \_\_\_\_\_ Year \_\_\_\_\_

0 3 4 7 2 5 8 9 1 2 3 4 5 6

Category	Illustrated Talks	Demonstrations	Speeches
Junior Results			
Intermediate Results			
Senior Results			
Team Results			
Comments			



# 4-H Presentation Judging Form: Illustrated Talk/Demonstration

Name(s) \_\_\_\_\_ Extension district \_\_\_\_\_

Club name \_\_\_\_\_ Years in 4-H \_\_\_\_\_ Number of years presenting \_\_\_\_\_

Title of presentation \_\_\_\_\_

Type of presentation (check one): \_\_\_\_\_ Illustrated Talk \_\_\_\_\_ Demonstration

Division \_\_\_\_\_ CB\* (ages 5-7), \_\_\_\_\_ Jr. (ages 8-11) \_\_\_\_\_ Int. (ages 12-14) \_\_\_\_\_ Sr. (ages 15-18) \_\_\_\_\_ Team

Factors Considered in Rating	Scores	Comments
<b>Presenter</b>		
Appearance/properly dressed	1 2 3 4 5	
Voice and eye contact natural	1 2 3 4 5	
Manner/poise, posture	1 2 3 4 5	
<b>Poster(s)/Media/Equipment</b>		
Effective use	1 2 3 4 5	
Appearance overall	1 2 3 4 5	
<b>Presentation</b>		
Introduction: short and interesting	1 2 3 4 5 6 7 8 9 10	
Body: given in logical order	1 2 3 4 5 6 7 8 9 10	
Workmanship: work area neat and orderly	1 2 3 4 5 6 7 8 9 10	
Flow of presentation: logical, organized and clear	1 2 3 4 5 6 7 8 9 10	
Summary/conclusion: stresses important parts, displays finished product, closing definite	1 2 3 4 5 6 7 8 9 10	
<b>Subject Matter</b>		
Information: accurate, up-to-date	1 2 3 4 5	
Knowledge and ability to answer questions (repeats question back before answering)	1 2 3 4 5	
Topic suitable to age and experience	1 2 3 4 5	
<b>Setup and Take Down</b>		
Done by presenter	1 2 3 4 5	
Area left clean	1 2 3 4 5	

Team Presentations: Division of work was appropriate \_\_\_\_\_ Yes \_\_\_\_\_ No (If no, team is not eligible for blue ribbon)

Overall Score (total points given above): \_\_\_\_\_

Overall Comments from Judge:

<b>Ribbon Awarded:</b> _____ Purple _____ Blue _____ Red _____ White _____ Cloverbud. <b>Division Champion (circle one):</b> YES        NO <b>Division Reserve Champion (circle one):</b> YES        NO <b>JUDGE'S SIGNATURE:</b> _____ <b>DATE:</b> _____ _____ <b>District Level Contest</b> _____ <b>State Level Contest</b>	<b>SCORING</b>	<b>RIBBONS</b>
	98-100	Purple
	90-100	Blue
	80-89	Red
	60-79	White
	59 and below	Participation



# 4-H Presentation Judging Form: Speech

Name(s) \_\_\_\_\_ Extension district \_\_\_\_\_

Club name \_\_\_\_\_

**[www.uaf.edu/ces](http://www.uaf.edu/ces) or 1-877-520-5211**

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