

4-H PRESENTATIONS... Questions & Answers

What Is A Presentation?

A Presentation is telling and showing how, or, putting words into action. It may be how to make something or how to do something - the main thing is you are showing how to make clearer the "telling how".

How Can a Member Participate in Presentation Day?

All 4-H members 4th grade and above may participate in competitive or non-competitive categories. Presentations placing in the two levels qualify to compete at one Regional Presentation Day.

Primary member's presentations will be critiqued and awarded with participation certificates. If Team Presentations and Share the Fun Skits contain Primary Members, the entire group will be critiqued and ALL will receive participation ribbons. Primary members are invited to attend Regional Presentation Day as members of the audience.

What Can I Demonstrate?

Subjects for Presentations may be something you know about. It does not have to be taken from a 4-H program, but can be anything you enjoy and are interested in such as a hobby. There are certain points you should check that will let you know whether it is a good subject for a Presentation.

1. Will it have action?
2. Can everyone see it?
3. Will it be interesting to others?
4. Is it about just one subject?
5. Is it something you have learned in 4-H?
6. Can you get the equipment you need?
7. Do you know where to get the information you need?
8. Can it be given in the amount of time allowed?

What Is An Individual Presentation?

When one person prepares and presents a Presentation, it is known as an individual Presentation.

What Is A Team Presentation?

The usual number for a team Presentation is two, however more may be used, provided each makes a significant contribution to the overall effort.

What Value Are Presentations?

After you have given a few Presentations, you will find that:

1. You can speak more easily before a group of people.
2. That you have learned to organize the things you say so that you can put across ideas more easily.

3. Presentations can help you tell other people of the things that you learn in 4-H.
4. In preparing a Presentation, you learn a great deal more about your subject and therefore, are better informed.

How Long Should My Presentation Be?

It is recommended that your Presentation be from 3 to 10 minutes long. Take a look at your final Presentation - is it long enough to teach your subject but not too long where the judges may lose interest? The complexity of the topic, age of the participant and audience interest should dictate appropriate length.

Should I Write Out My Presentation and Memorize It?

No. It is always wise to outline your Presentation so that you have a means of check to see that you have covered the materials on your subject. Writing a Presentation word for word and attempting to memorize it will only lead to trouble. Remember, if you forget one word, you are apt to forget the whole Presentation. Also, a memorized Presentation lacks enthusiasm and sparkle. It's too sing-song. Learn to outline and give your Presentation from that.

What Goes Into An Outline?

Your Presentation can be outlined in three parts - Introduction, Body and Summary.

1. **INTRODUCTION** - answer the question "why?". Why are you giving this Presentation; or, why is it an important subject; why will the audience be interested?
2. **BODY** - answer the questions "how?". How do we make this article - how do we do this technique?
3. **SUMMARY** - answer the questions "what?" Tell and show what you have done - the result of your Presentation.

POSTERS, PROPS, ETC.

1. **If you are giving a demonstration using posters:**
 - a. Make sure they are clearly written and letters well-spaced. Should be seen clearly at a distance.
 - b. Do not crowd too much on one poster.
 - c. If any diagrams are used to show the different parts of an object, the different parts should be numbered.
 - d. The order of posters should be:
 - (1) - Title Card
 - (2) - Information or diagrams in desired order
 - (3) - Summary Card
2. **If you are giving a Presentation using Props:**
 - a. Have props easy to see and reach, yet not in your way. *(Continued on back)*

- b. Try to keep them hidden until you need them (except in cases where several ingredients are used and must be out on the table).
- c. If a prop is too small to be seen clearly from a distance, an enlargement should be made on a poster.
- d. If you have something that must be kept flat (such as a cooking Presentation), try using a large mirror to reflect the object so that the audience may see it.

PRESENTATIONS USING SLIDES

1. Make sure they are clear and easy to see.
2. Make sure you don't flash them too quickly or keep them showing too long.
3. Be sure that you have enough slides for an interesting program, yet not too many.
4. If you use music with your presentation, it should be taped clearly.
5. Any music used should be played loud enough to hear, but not blasting. If you speak over the music, be sure that the music is playing softly and you are speaking loud enough to be hear.

SPEECH WITHOUT ANY PROPS

1. Make sure that the speech is interesting enough to keep the audiences attention without props.
2. Be sure that your speech is clear and easy to understand, because you will have only words to do the teaching or telling.
3. Take extra care with your appearance and speaking mannerisms. It is YOU the audience will be watching.

DEMONSTRATION OUTLINE

How to plan, organize, and put together your 4-H Demonstration:

1. A demonstration is a talk in which you show how to perform an activity step-by-step.
2. Choose a subject matter: (example:) How to bake a cake; How to put in a zipper; How to groom a sheep; How to make a lamp.
3. Gather information on the chosen area. Your project book, leader, parents, older members or the county 4-H office can help.
4. Think of an introduction. It is a good idea to start your demonstration with a question or a strong statement. This way you will get the attention of your audience right away.
5. Write down what you want to teach step by step until the teaching process is finished. You may want to include a few hints on making the job easier or tell why you did something a certain way.
6. Summarize. Look over your teaching process and pick out 4 or 5 of the most important things to remember.
7. Think of some questions that people might ask you about your subject or ask someone to read over your demonstration and see if they have any questions. If questions do arise, you want to work the answers into

your demonstration. You should also study your subject so that you will be able to answer any questions asked by an audience or a judge.

8. Title. Your title should be imaginative and just suggest your subject area, without giving away your demonstration.

Examples:

"The Birth and Care of a Lamb" vs. "A Symbol of Spring"

"How to Make a Candle" vs. "Make a Light with 4-H"

"How to Raise Trees" vs. "Grow a Forest the Hard Way"

"The Parts of a Pig" vs. "Everything but the Squeal"

SHARE THE FUN

"Share the Fun" Talent Contest Rules:

1. A group act will be defined as two or more members. All members of the act will be from the same club. All categories will be judged together. This is a GROUP activity.
2. Groups may follow the 4-H Theme of "*Are You Into It?*" or put together a performance that promotes the general 4-H ideas of "learning by doing"; "head, heart, hands, or health"; recreation; community service; or any other wholesome activity. Groups are encouraged to keep staging, scenery, costumes and lighting simple. It is the goal of the contest to encourage member's creativity and ingenuity. Adult participation should be kept at a minimum.
3. A description of the staging facilities available for competitors can be secured from the host 4-H club on request and clubs are encouraged to plan ahead for full utilization of those facilities available (i.e., lighting, microphones, curtains, stage dimensions, etc.)
4. Awards: Skits will be judged with the American System with one first place, one second and one third.

TABLE TOP/FREE STANDING DISPLAY

1. The table top display should fit on a space no larger than 3 ft. X 3ft. (Conference tables may be only 30 inches deep). If the size is critical to your display, you might want to bring your own table. You may want to check with event organizers as to the availability of tables.
2. The display may be educational or promote an activity.
3. The display should be able to stand alone as a complete information source.
4. The display is to be set up by the 4-H member. Parents/leaders are not permitted to help unless there is a physical disability or there is a safety issue.
5. Members will need to be present at the time of judging to answers questions from the judges.
6. The member should be prepared to answer questions pertaining to the subject matter of the display.