

BUILDING YOUR 4-H PRESENTATION SKILLS

The following information is provided for all 4-H members to help them prepare and develop their skills in demonstrations, illustrated talks, and public speaking. The Benewah County 4-H Membership Completion Requirements include giving a presentation at club, county, or state level. Presentation topics must be related to a project area the member is currently enrolled in. Members do not have to give a presentation in every project *unless it is a club requirement*.

There are some general guidelines to follow when preparing and/or delivering your presentation. If you are using visual aids, such as posters, they should be neat and readable from a distance of 25 feet. It is best to use a white or light colored background with black or dark colored ink. **Become familiar with the judging criteria that will be used to evaluate your presentation.** When you finish delivering your presentation to the judge(s), be sure to ask if there are any questions. Judges should ask at least one question of every presenter, but it is up to the individual judge(s) whether or not to do so. When the judge(s) asks you a question, *be sure to repeat the question before answering it*. No questions from the audience will be permitted. Be sure to familiarize yourself with your topic so you can answer questions about it. If a presentation goes below the minimum or above the maximum time allowed, there will be a penalty. This time frame does not include questions. Be sure to dress appropriately and be well groomed for all presentations!

What is a Demonstration?

This is a presentation that SHOWS HOW to do something. A demonstration requires the use of equipment or props and/or posters to share skills gained through project work. There is no minimum or maximum number of posters required in a demonstration. A demonstration may include a video produced by the member to demonstrate a skill or technique that cannot be done indoors. A demonstration can be done individually or as a team, with a maximum of 4 members to a team.

<i>TIME REQUIREMENT:</i>	Junior	5-15 minutes
	Intermediate	5-15 minutes
	Senior	7-15 minutes
	Team	7-15 minutes

What is an Illustrated Talk?

This is a presentation that TELLS HOW to do something. An illustrated talk also requires the use of visual aids to share knowledge gained through project work. There is no minimum or maximum number of posters required in an illustrated talk. However, visual aids can also include slides or overhead transparencies. An illustrated talk can be done individually or as a team, with a maximum of 4 members to a team.

<i>TIME REQUIREMENT:</i>	Junior	5-15 minutes
	Intermediate	5-15 minutes
	Senior	7-15 minutes
	Team	7-15 minutes

In order to prepare for your demonstration or illustrated talk, ask yourself the following questions:

- What is the purpose of my demonstration?
- What materials will I need?
- What steps do I need to follow to make my demonstration go smoothly?
- Can I answer questions about this topic?

What is Public Speaking?

This is a presentation that is a PREPARED SPEECH based on a topic or theme. The speech may be informative or persuasive. No props or posters are used in public speaking. Juniors may use notecards, Intermediates should be able to do most of the speech without cards, and Seniors will not be permitted to use notecards.

<i>TIME REQUIREMENT:</i>	Junior	3-5 minutes
	Intermediate	5-7 minutes
	Senior	7-10 minutes

Be sure to cover the following points in your speech:

- Subject
- Purpose
- Main Point(s)
- Personal view or knowledge of subject
- Summary

Evaluation & Judging Criteria (100 pts total)

Opening	(6 pts)	interesting; catchy title; introduces subject
Body	(15 pts)	main thoughts in logical order with supportive information
Accuracy	(10 pts)	current, factual information approved by Extension
Practical	(5 pts)	information useful to 4-Her
Summary	(10 pts)	brief review of main points
Visuals	(10 pts)	illustrate main ideas; neat; large enough to be seen
Posture	(8 pts)	carries body well and avoids shifting
Proper Attire	(8 pts)	clean, neat, proper attire appropriate for presentation
Friendliness	(6 pts)	smiles, presents positive image
Easy & Confident Manner	(6 pts)	comfortably discusses material; handles visuals in a smooth, easy manner
Speaks Distinctly	(10 pts)	loud enough to be heard; clear enough to be understood
Pronunciation	(6 pts)	states words correctly

Judges will deduct 5 pts for EACH minute under the minimum and/or over the maximum time allowed.

Ribbon Placement:

Blue 85-100 pts Red 70-84 pts White < 70 pts