

Public Presentations Guidelines

General Guidelines:

The most important part of public presentations is simply making the effort. Presenters are evaluated based on their age and level of experience. No matter whether this is your first presentation or your 50th presentation, practice is always important.

Presentation Length

Cloverbuds: ages 5-8

It is recommended that cloverbuds do a very simple demonstration with 2 or 3 steps. For example, how to make a peanut butter and jelly sandwich. Cloverbuds are evaluated for participation only, but will be scored and evaluated based on age and experience. Cloverbuds are expected to make a presentation between 3 and 5 minutes.

Presenters 8 & up - presentations should be at least 5 minutes but no more than 15 minutes.

Presentation Categories:

Demonstration- the presenter shows and explains how to do or make something. A demonstration may be done as a team (no more than 2) but each presenter must have a speaking role and play a significant part in the demonstration.

Illustrated Talk- the presenter uses visual aids such as a poster, clothing, equipment or an animal. Illustrated talks may not be done as a team.

Formal Speech- the presenter aims to persuade, motivate, or inform the audience without the use of visual aids. The speech is written in the presenters own words, however quotations, poetry, or other imagery may be incorporated into the speech.

Recitation- the presenter delivers a piece of pre-written material using vocal inflection, and body language to deliver the piece. Notes are permitted but it is expected that the piece be memorized.

Dramatic Interpretation- the presenter(s) deliver a re-enactment of a piece of scripted material. Props should be simple and minimal. Dramatic Interpretations may be done as a team of 2 presenters but each presenter is evaluated.

Parts of the Presentation: Presentations include 3 main parts- Introduction, Body, and Summary. At the end of your presentation you need to give your sources of information- it is perfectly acceptable to list knowledgeable adults as part of your resources.

Use of Animals- Animals are permitted as part of your presentation at the county level. You need to provide appropriate caging and be prepared for cleanup. If you are deemed eligible for district competition, animals are not allowed at the district or state level and if your county level presentation incorporated a live animal you will need to be creative in presenting without one.

Power point and other media: If you plan to use a power point, you must notify the office when you register. Bring your presentation on a portable drive, but please be prepared to present in an alternative way if the technology fails to cooperate.

A Note on Your Appearance:

Your dress can say just as much about your topic as your presentation. Clothing should be neat and 4-H appropriate. No flip flops (except as part of a costume), no halter or spaghetti strap tops. All presenters are evaluated for appearance so make sure yours is neat and appropriate for your topic.

District Presentations- Youth receiving a blue level award at Schoharie County Presentations are eligible to compete at the district level. At district competition, youth who are selected to represent their counties at the State 4-H Public Presentation Event must be age 13 or older.

Parts of a Demonstration

1. Title: Get your audience's attention and peak their curiosity through your title.

2. Introduction: Gain the audience's attention by clearly explaining what you are going to demonstrate, why you chose the subject and your title.

3. Body: Narrow down the information you outlined to the main points you want to get across. (what is being done, how it is being done, and why this method is being used.) Think about what steps are necessary to effectively demonstrate what you are teaching. Sequence these steps and their explanation in a logical order.

4. Conclusion/Summary: Repeat the points you want your audience to remember one more time. Include ways that this topic can be valuable to your audience. Cite your resources, which means tell where you got your information from.

5. Visuals/Props: These include anything that your audience can view to better understand the information you are presenting (posters, word models, tri-boards, diagrams or props). These should be large enough to be seen 30 feet away.

Getting Ready to Present

Know Your Subject

To make a good presentation, the selection of a topic is important. One main idea or theme should dominate your presentation and it should be fun to tell someone about something you like to do such as how to play a musical instrument. Confine the presentation to something that can be demonstrated or illustrated. Also, take into account the physical facilities that are needed and available when choosing your subject.

Parts of the Presentation

You should prepare a written outline of the parts of your presentation.

Include three main parts:

1. **Introduction**—the *why* of it;
2. **Body**—the *show and tell* portion; and
3. **Summary**—the *what* of it.

Good Title

Be creative when giving your presentation a title. For example, if you are going to do a demonstration on eye makeup, you might choose the title *The Eyes Have It* as opposed to *Applying Eye Makeup*.

Tell them
what you're going to
tell them

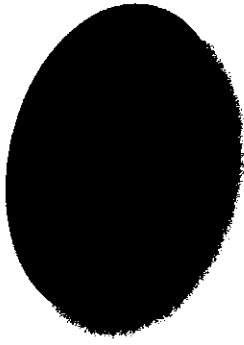
Introduction

Introduce your topic in a manner that creatively catches the audiences Attention. The introduction should incorporate at least your first name.

Ex: "Did you know vehicular accidents are the number killer of youth ages 16 to 20? My name is Billy Smith and today I'm going to tell you how those statistics...."

Or: A ball is throw to the presenter dressed for Tennis, holding a racket "Tennis anyone? It's a great game that's been around since the mid 1800's. Hi everyone, my name is Chris, and I want to tell you what it takes to start playing...."

Body



Ask yourself the following questions when you prepare the show and tell portion of your demonstration or illustrated talk:

- What are the steps necessary to carry out the presentation?
- What is the logical order of things that I should do in the presentation?

Tell them
what you said you
would tell them

- What should I say to explain the order of events?
- What materials do I need to do the presentation?
- Can I use posters or other visual aids to illustrate the presentation and to stress the main points in a clear and effective way?

The body of the presentation should show and explain the necessary steps in the process. Develop the central ideas as each step is presented. Tell what is being done and why you are using a particular method. For example, imagine you are giving a demonstration on how to make a dessert using non-fat yogurt. You explain that non-fat yogurt is a substitute for sour cream and will make the dessert more healthful by eliminating the fat and cholesterol.

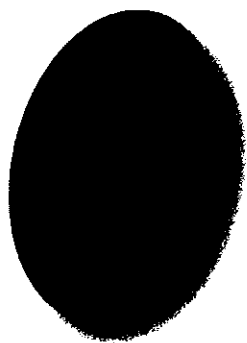
Design explanations to fill the action time. Give them in your own words. Memorizing material is not recommended. However, since presentations are somewhat formal, avoid personalizing the explanations. Instead of saying, *You should use non-fat yogurt...*, it is better to say, *Non-fat yogurt is better because...*

Use proper equipment for the job at hand. Show skill in operating equipment. Work for simplicity and attractiveness. Build to a climax. Keep cleanup to a minimum.

Some demonstrations pose special problems such as long intervals between steps. Avoid this problem by having the item or product available at various stages of development. For example, show dinner rolls at the preparation and completion stages.



Summary



This is your last chance to put your message across. Confine your summary to points of the presentation you want the audience to remember such as ways the topic can be valuable to them. Never introduce new material in the summary. Just highlight the key points you discussed in your body and state where you got your information.

**Tell them
what you told them**

The last thing to say is, *Thank you, are there are questions?* The audience may have missed some point or a step of the presentation. Or, they may want to test your knowledge. When a question is asked, let the entire audience know what the question is by repeating it or by incorporating it in the answer.

If questions are asked that you can't answer, don't worry. Simply say you don't know the answer. Unless the presentation is a contest, you may ask the audience to help with answers.

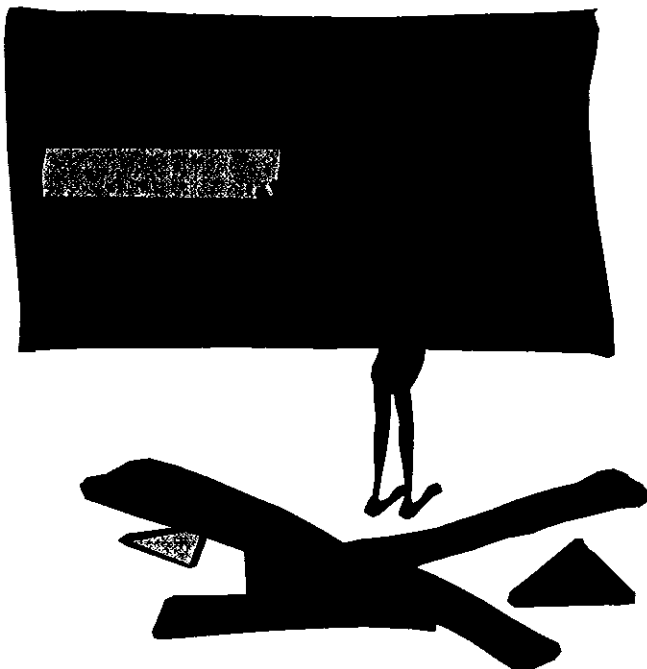
When there are no more questions, thank the audience and invite them to sample and/or inspect the finished product. Having copies of recipes or some sort of handout available for the audience at the end of your presentation is a gesture that will add to the total presentation.

Practical Tips Setting Up

- Arrange equipment and supplies so that the audience can see clearly.
- Place extra equipment on a second table away from the demonstration table.
- Use a tray or a box to group your supplies and equipment. It is easier to move materials and it looks neater.
- When possible, use transparent equipment such as glass bowls so the audience sees the material and the process.
- Commercial labels on products must be covered. Endorsement of any particular brand name is not permitted in a public presentation. However, if using your own container, make sure it is labeled clearly.
- Keep a hand towel or paper towels handy if needed. A paper bag taped or tacked to the table or working area serves as a handy waste container.

Practical Tips What to Wear

- Choose simple, practical clothing so that your audience will be attracted to your demonstration, not distracted by your clothes. Team members might want to dress alike.
- Make sure your clothing is clean and neat.
- There should be no writing on your shirt unless it applies to your presentation.
- Be sure that your hands and fingernails are clean and well kept.
- Keep jewelry to a minimum. Avoid excessive makeup.
- Keep hair off your face. If you are presenting food your hair should be tied back.



Posters & Slides

Visuals add the finishing touch to a polished presentation!

When using visuals, keep these points in mind:

- Use visuals or posters only when they enhance your presentation. If visuals will not make the demonstration better, do not use them.
- Bring live animals only if you plan to use them for demonstration purposes such as how to clip nails or as an example such as to show markings.
- Models or collectibles should be large enough to be seen from the back of the room when held up.
- Pieces of sports or other equipment, should be placed on the table in the order you plan to talk about them. Move them from left to right.
- Simple, well-prepared visuals or posters help the audience learn faster, understand better, and remember longer. Visuals may be used to introduce the demonstration, to present the main points, or to give the summary.
- Keep them simple. Use large, dark lettering so that people in the back of the room can read them.
- Pictures should also be large enough to be seen from the back of the room.
- Enlarged pictures of your supplies or tools are helpful if you are working with something small such as beads or LEGO®.
- Remove posters as soon as your point has been made.
- Blend the posters in with your demonstration.
- Mount poster board on a hard surface such as foam board or cardboard to prevent them from falling over.



Showmanship— You're Up Front

Most people remember what they see rather than what they hear, so the way you make your presentation is important. With practice, you can learn to give an effective presentation. Practice enables you to know the subject, to complete the presentation effectively, and to avoid hurrying.

- Take a deep breath before starting
- Always begin your presentation with a smile.
- Look at the audience.
- Stand up straight
- Show enthusiasm for your subject.
- Talk directly to the audience in a clear, conversational tone (not too soft and not too loud).
- Goofs happen – go right on with your presentation.
- Act and look like you enjoy presenting. Motivate the audience to want to do what you are doing.
- Weave personal experience into your presentation, if appropriate.
- Keep notes available, but never read from them or rely on them too heavily.
- Remember, pick a topic you'll love to talk about.
- At the end, thank your audience and stand still for applause

Keep these guidelines in mind as you prepare your presentation from beginning to end.

Tricks of the Trade

- Refer to your project materials for catchy titles for your demonstration.
- Use racks to display garments on hangers.
- Use trays and attractive dishes to display the finished product.
- Number the backs of posters for easy identification when using several charts of identical size and colors.
- Number note cards.
- Only put key words or phrases on note cards. Do not try to write your entire speech on the cards.
- Do not try to memorize your speech