

Public Presentations Guidelines

Giving one club presentation or one county presentation is one part of completing participation requirements. A presentation is a method used to communicate an idea by showing and/or telling. It can be a demonstration or a talk that uses posters and other visual aids. A 4-H Presentation helps you learn to:

- Research a subject
- Organize ideas in a logical order
- Be a teacher and practice public speaking skills.

Types of Presentation

- ⇒ **Demonstration:** is doing and showing how. As you show how, you tell what you are doing. Actual products, materials, garments, machines, plants, animals, etc. are used.
- ⇒ **Illustrated Talks:** telling how by using visuals. You may use computer generated charts, flip charts, posters, pictures, models, cut outs, slides, etc. Visuals show what you are explaining.
- ⇒ **Project Why:** informative presentation that teaches about the why as well as the use of something. Project Why encourage 4-H members to find out for themselves by asking questions, seeking answers, making observations, experimenting, testing, making comparisons, collecting and identifying facts, organizing and recording knowledge, and then telling others about the facts.
- ⇒ **Public Speaking:** is talking. Public Speaking is telling about your experiences or what you have learned. Public speaking may not use visual materials.

Planning a 4-H Presentation

Step 1: 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 2: Narrow down the subject to a specific topic or process. For example, types of seams or steps for natural wood finish.

Step 3: Who is your intended audience: adults, teens, primary members, experts, or novices?

Step 4: Research your topic. Find out the most accurate and recent information on your topic.

Step 5: 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.

Step 6: Prepare your presentation and visual aids if necessary.

Suggested Presentation Time Limits:

Beginners: 3-5 minutes in length

Juniors: 3-8 minutes in length

Seniors: 5-10 minutes in length