



## Getting Involved in 4-H Public Presentations

### Types of Presentations

#### **Demonstration**

A demonstration is a planned presentation that puts words into action. It teaches others how to do something by showing and explaining. The presenter describes what he or she is doing and completes a product using actual ingredients or tools. Usually, at the conclusion of a demonstration, the finished product is available for the audience to see, touch, feel, or taste.

#### **Illustrated Talk**

An illustrated talk tells something while showing visuals. In an illustrated talk, the presenter uses pre-made charts, posters, photographs, computer programs, slides, pictures, models, and/or cutouts to support the information given. There is no finished product. An illustrated talk is fundamentally the same as a demonstration, except that visual aids are used instead of having an actual product.

#### **Formal Speech**

A formal speech is a presentation of a speech written by the participant or a noted individual. It is given from memory, with brief notes, or with an outline on index cards used as an aid. Visuals are not used to illustrate the information being presented. The subject of the speech should be of great interest to the presenter. Its purpose should be to stimulate thought or present a point of view.

#### **Performing Arts**

Performing arts public presentations incorporate dramatics (monologues), oral interpretation of literature, creative movement and dance, musical performance (instrumental and vocal), and puppetry. Performing arts categories can be presented as an individual or as a team of two. The presenter introduces the performing art, performs, and concludes with an opportunity for audience questions.

### Main Parts of the Presentation

There are four main parts to every presentation:

- **Introduction:** The purpose is to introduce yourself, tell what the topic is, why it was selected, and to capture the audience's attention.
- **Body:** The body of the presentation is the major part of the presentation. It develops the objectives, emphasizes key points, and tells why they are important. It is the doing part of all presentations.
- **Summary:** During the summary, the 4-H member has one last chance to review the main points. They should restate the purpose, summarize the major points, and be brief and clear.
- **Questions:** At the end of the presentation ask if there are questions. Always repeat the question before answering. It is ok to state you do not know the answer but will find out.



### Time Limits

The length of a presentation may vary for each age group:

K-3 <sup>rd</sup> grade:	3-5 minutes
4 <sup>th</sup> -8 <sup>th</sup> grade:	5-8 minutes
9 <sup>th</sup> -13 <sup>th</sup> grade:	8-15 minutes



**Be sure to wear neat and appropriate clothing for your chosen topic.**

**Familiarize yourself with the judge's rubric (scoresheet) for your type of presentation.**



## The Introduction, the Body and the Summary

Every presentation should have a beginning, a middle and an end. To begin, you need an introduction which will include your name, age, club and number of presentations you have given. But you also want to capture the attention of your audience. You might want to begin with a....

- *Startling statement*
- *Surprising action*
- *Question*
- *Quote*
- *Personal experience or an anecdote or very short story.*
- *Humor- not a joke*
- *Visual Aid*
- *Purpose Statement*
- *Begin with the end and build your case*

Next will come the middle, or body of your presentation. In this part you tell all the facts or build your case or demonstrate exactly how to do something. But you need to move flawlessly from the introduction to the body, or from one topic to another within the body. You will also need to move from the body to the ending or summary. Try using one or more of these transitions-

- *That brings me to my next point which is...*
- *Now that we've discussed \_\_\_\_\_, Let's take a look at \_\_\_\_\_*
- *So far we've covered \_\_\_\_\_. The next item is \_\_\_\_\_*
- *In addition to \_\_\_\_\_, there is another area I'd like to discuss...*
- *Now let's consider....*
- *The next important factor is.....*
- *In conclusion.....*

Now you are at the end. You want to remind your audience of the main points of your presentation and send them away thinking about what you told them. To summarize, you may wish to-

- *Tell a story that supports the main points of your speech*
- *Repeat or refer back to something you did or said or in your introduction*
- *Quote someone*
- *Restate your main points without any details*
- *Bring back three or four major ideas and leave listeners with a challenge*
- *End with a visual aid*
- *Bring back the beginning When I began this speech, I talked about \_\_\_\_\_. As you can see.....*

Ask for questions at the end.

- Repeat the question before answering.
- It is ok to state you do not know the answer, but will find out.



## Tips for Cooking Demonstrations

How to make a cooking or food demonstration effective:

- What is the main idea I want to get across? (how-to, nutrition facts, etc.)
- Do I have a clear recipe that has been tested?
- What supplies or equipment do I need?
- Are the ingredients simple and easy to get?
- How long will the food take to cook? Do I need to have a pre-made finished example?

Once you've answered these questions make an outline based on the decisions. Time yourself. You may find you can't measure the ingredients, mix them, and cook within the amount of time allowed. To shorten the demonstration time, you can pre-measure or pre chop ingredients.

List the ingredients and type of kitchen supplies you will need. A good list will save you extra trips to the grocery store and can help keep you organized.

Use these tips as you organize your demonstration:

- First, wash your hands.
- Tie long hair back and roll up long or loose sleeves. It is a good idea to wear an apron.
- Always talk toward the audience and have enough information to talk through the entire demonstration. For example, why you are using a certain type of oil.
- Set up trays to hold ingredients and small utensils for each section of your demonstration.
- Working from one side to the other, as each ingredient is used, place the empty container on a tray on the other side.
- As you finish each step, clear away all unnecessary equipment before bringing on another tray so the clutter will not build up. Leave yourself space to work.
- Use clear bowls and liquid measuring cups if possible, so your audience can easily see what you are doing. If you have no see-through bowls, be sure to tilt the bowl so the audience can see how the contents look inside the bowl.
- Use standard utensils and standard techniques for measuring ingredients.
- Premeasure food ingredients ahead of time unless you are teaching measuring techniques.
- Use a knife or spatula to crack each egg into a small bowl to check for shells before adding to the rest of the ingredients.
- Explain why each step is being demonstrated.



- If something goes wrong explain, it is ok, simply explained what happened—don't cover up the problem.
- If using an electric mixer or blender, place a thick towel beneath the appliance to lessen noise.
- Use a rubber spatula to remove all food from a bowl.
- Do not use your fingers for handling food. Use a spoon or tongs to transfer food from one container to another.
- Keep a damp cloth or paper towel handy for spills.
- Tape a small bag to the side of the table for scraps or have a “trash” bowl on the counter
- Show the audience the product after completion. Bring precooked samples for the audience to taste.
- Take a few extra ingredients and equipment in case you break an egg or misplace a spoon.
- Bring neat copies of the recipes for the judges.
- Avoid using personal pronouns. Don't say “my flour” or “your heart” say “some flour” or a person's heart.”

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