

Thinking of doing a Talk or Demonstration at 4-H Day? WHY NOT!

Here are some helpful hints!

Project Talk

- Seven Minutes Maximum time limit
- Tells about their actual project experience
- Purpose is to inform
- Visuals may or may not be used.

Demonstrations are defined as a “show-how” process involving doing or making something while giving an explanation. The demonstrator uses actual items, supplies, equipment, people, or animals while going through a process. There is usually a finished product to show, but it is not required. Sometimes a finished product is not possible, but it does enhance a demonstration. The demonstration is a teaching method designed to teach specifically. Suggested maximum time limit is ten minutes for Juniors and 15 minutes for Seniors.

Illustrated Talks are defined as a “tell-how” process where the presenter uses visuals such as posters, charts, models, graphs, etc. to aid in emphasizing a point or to add interest while telling how to do something. Visuals are required in the “telling how.”

Suggested maximum time limit is ten minutes for Juniors and 15 minutes for Seniors.

Public Speaking is intended to assist older, more experienced members to further develop confidence and skill in speaking before an audience. In Public Speaking, members may speak on any topic of their interest. Visuals may be used. One or two note cards are permissible if used correctly and in outline form. Outlines should be provided for each judge. Suggested maximum time is 15 minutes.

Model Meetings

The 4-H Model Meeting has been used as a device for teaching 4-H'ers proper meeting techniques. Competition between clubs has been used to encourage boys and girls in their efforts to add zest to the activity. The meeting may be designed to suit the needs and interests of 4-H club members. For guidelines, contact the Extension Office. A maximum of thirty-five minutes are allowed for a

model meeting.

4-H Gavel Games

The 4-H Gavel Games is an activity designed to encourage youth to become more efficient in their ability to use parliamentary procedure effectively in the formal part of their 4-H Club Meetings. The contest consist of teams of four or five 4-Hers: President, Vice-President, Secretary, Treasurer, and alternate that will give an oral presentation as a group. Each team is given a maximum time of 30 minutes to complete the oral presentation. For more information, contact the Extension Office.

Talent - Music

Chorus

5. A chorus may be composed of 16 or more 4-Hers from one club or it may be a composite group from two or more clubs.
6. Each group will sing two numbers of their own choosing.
7. Original copy of selections will be given to judges before performing.
8. Singing may be with or without accompaniment.
9. The director and accompanist need not be a 4-Her, but they cannot sing with the group unless they are 4-Hers.
10. It is recommended that selections be memorized.

Vocal Ensemble

1. Small group may be composed of 2 to 6 4-Hers , not including the accompanist.
2. Large group may be composed of 7 to 15 4-Hers, not including the accompanist.
3. Each group will sing two numbers of their own choosing.
4. Original copy of selections will be given to judges before performing.
5. Accompanist need not be a 4-Her
6. It is recommended the selections be memorized.

Vocal Solo

1. Participant will sing one number.
2. Original copy of selections will be given to judges before performing.

3. Accompanist need not be a 4-Her
4. It is recommended the selections be memorized.

Orchestra - Band

1. Groups may be composed of 16 or more 4-Hers.
2. Each group will play two numbers of their own choosing.
3. Original copy of the conductor's score is to be given to the judge before performing.
4. The director is not required to be a 4-Her; an individual may not play with the group unless he/she is a 4-Her.

Instrumental Ensemble

1. Small groups may be composed of 2 to 6 4-Hers, not including the accompanist.
2. Large groups may be composed of 7 to 15 4-Hers, not including the accompanist. Each group will play two selections of their choosing.
3. Original copies of selections will be given to judges before performing.

Instrumental Solo

1. Participant will play one number.
2. Original copies of selections will be given to judges before performing.
3. Accompanist need not be a 4-Her.
4. It is recommended that selections be memorized.

Piano Solos or Duets

1. Participant will play one number.
2. Original copies of selections will be given to judges before performing.
3. It is recommended that selections be memorized.
4. If a duet, the group will go into the class for the older member.

Note: In all cases due to copyright laws; Give judges the originals and if 4-Her uses a photo copy, it must be destroyed!

Talent - Dance/ Square Dance

1. The group is not to exceed one square of four couples. The divisions will be according to ability.
2. The kind of music is the choice of the age group. Either record or live music may be used.
3. Each group is limited to one dance or to 5 minutes performing time.

Folk Step Dance

This may be a circle dance, polka, schottische, etc., not to exceed twelve 4-Hers.

1. Each group of 4-Hers is limited to 5 minutes performing time.

Other Dance

1. This may be a tap dance, ballet, interpretive, acrobatic dance, break dance, or other type of dance done by an individual or by a group of 4-Hers. Participants are limited to one dance or to 5 minutes performing time.

Talent - Drama and Other/ One-Act Play

1. Entries are limited strictly to one-act plays. Only one set is allowed.
2. The maximum time allowed shall be 45 minutes.
3. A maximum of 15 minutes may be used to set the stage for the play.

Skit, Creative Dramatics

Any size group may participate. Skits and dramatics should not exceed 10 minutes.

Readings

They may be musical, dramatic, interpretive, humorous

or other type of reading with a script. Costumes may be worn, but are not required; only 10 points will be

considered for appearance.

- An excessive amount of acting is not allowed.
- It must be read with the use of a book or binder.
- No props may be used

Maximum time limit for junior readings is 5 min.

Maximum time limit for senior readings is 7 min.

Other

This is a miscellaneous grouping that may include talent such as novelty numbers, stunts, pantomime, puppets, marionettes, ventriloquist acts, or other types of talent. May be an individual or a group. A time limit of 5 minutes is suggested.

The most successful presentations reflect your own ideas and are expressed in your own words. Consider the following steps when planning and presenting a presentation.

- Step # 1 Pick Your Topic
- Step # 2 Know Your Subject (Pick something you like or know about)
- Step # 3 Gather Your Information
- Step # 4 Choose a Title
- Step # 5 Be Creative (Use attention getters in your title, speech and posters)
- Step # 6 Develop an Outline
- Step # 7 Choose Visuals
- Step # 8 Practice Delivery
- Step # 9 Take Charge of Your Appearance

Step # 1 - Pick Your Topic

The topic should fit your interest, experience, knowledge and skill. 4-H projects are excellent sources of topics for presentations.

Step # 2 - Know Your Subject

You will be most successful if you select a subject from your own project experience. Ask yourself "Is it within my ability (not too simple, but not too difficult)?"

Step # 3 - Gather Your information

Be selective when choosing resources. Make every effort to ensure the information is accurate, up to date and complete. Sources available are: publications, textbooks, Internet, libraries, newspapers, magazines, local experts, etc.

Step # 4 - Choose a Title

Spend time thinking about a title. This is your first opportunity to capture the audience's attention. Once this is accomplished, you will find public speaking easier. Effective titles are short, descriptive and engaging. A title should suggest the presentation subject without telling the story.

Step # 5 - Be Creative

Let your imagination run wild! Use attention getters in your title, speech & posters. "Fit For the Fair" will attract more attention than, "How to wash and groom a lamb for the Fair." Be creative with color when making your posters, but don't over do it.

Step # 6 - Develop an Outline

After determining the topic, gathering all necessary information and selecting a title, you are ready to put it down in writing - in outline form. Organization is essential for developing a good presentation with a clear, concise message. All talks have three parts; an opening or introduction, the body that presents the information, and a summary or conclusion that highlights the main points of the presentation.

The **Introduction** to a presentation is your second opportunity (after the title) to capture the audience's attention. A good introduction is relatively short. To get attention, do one of the following: Ask a question, state a problem, show a unique picture or object, tell a startling fact or statistic, make a challenging statement, etc.

The **body** is the main part of the presentation and should be about 80 percent of you talk. First, tell what it is you will be demonstrating or what the main idea of your talk will be.

The **summary** or conclusion is concise. A summary should not restate each step, but should highlight a few important ideas for the audience to remember.

Step # 7 - Choose visuals

Visual aids can help the audience better understand and remember what you are telling them. Visuals should be used only if they make the presentation more effective and should not distract from it. They can also help you remember what do and say next.

Step # 8 - Practice Delivery

Practice is important if you want to become a skilled presenter. Improvements can be made and presentation polished by practicing, practicing, practicing! Try video taping your presentation. It will help you see ways to improve your posture, eye contact, delivery speed, voice, etc. Try not to use filler words such as like or uh and work on your voice quality and projection. Remember to SMILE!

Step # 9 - Take Charge of your appearance

Look clean, enthusiastic, friendly and well groomed. Wear clothing suitable for the occasion. Be sure that your hands and fingernails are clean and well kept. Remember to maintain good posture. Avoid movements that distract your audience, such as swaying or stand on one foot. Practice making eye contact with your audience and try not to put your hands in your pockets.

Eye Catching Visual Aids for 4-H Demonstrations

When used effectively, visual aids such as posters can help hold your audiences attention and make it easier for them to understand the information you are presenting.

General Tip in Making Posters

- Use heavy weight poster board that does not bend or buckle easily, or use foam core poster board.
- Avoid using a tri-fold (science fair type) poster board for your demonstration.
- If possible, have all posters oriented the same way to avoid having to turn posters during the presentation.
- Use permanent markers to make your posters. They do not fade or run easily.
- Anything attached should be glued on very well.
- Neatness Counts
- Make sure your posters can be read easily.
- Use stencils or computer generated letters.
- Letters should be large enough to be read from 20 - 30 feet away. (usually 1 ½ to 2 inches high)
- Leave enough space around the edge of the poster and between words.

Number of Posters

- Use the number of poster you need to effectively get your point across.
- A title poster- a very eye-appealing poster that includes the title of the demonstration or illustrated talk.
- Body- two to three posters covering the main points of the demonstration. These posters may include recipes, step by step procedures, etc.
- Summary Poster - a poster that lists the main points of presentation that is used during the summary.

Easy to Read

Your poster may be beautiful, but can your audience read it?

- Use capital letters for emphasizing an important phrase or word, but do not use them for your entire poster.
- Do not overcrowd. Write key words on the poster rather than the entire script!
- Save fancy or script letters for catching the reader's attention, but do not use them for all the lettering. Double check fonts for ease of reading.

"This is eye catching and pretty, but it is also hard to read."

- Space lettering carefully. Your poster will be difficult to read if the letters are spaced too close or too far apart.

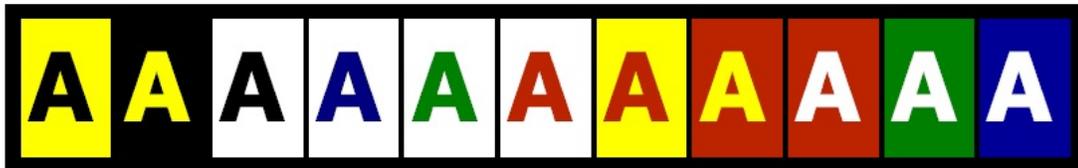
TOO CLOSE TOGETHER T O O F A R A P A R T

- If you use stencils, fill in the lines from the stencil to make a complete letter without any breaks.

THIS IS VERY HARD TO READ.

FILL IN THE STENCILS TO COMPLETE THE LETTER.

- Contrast is important. Use dark lettering on a light background and light lettering on a dark background.



- A combination of upper and lower case letters is easier to read than all capital letters. It may be difficult to find large, lower-case stencils. To make the poster *appear* to have upper and lower case letters, use a combination of larger and smaller stencils. For example, use a 2" stencil to make the "T" in the word "This," and use a 1 1/2" stencil to make the letters, "his."

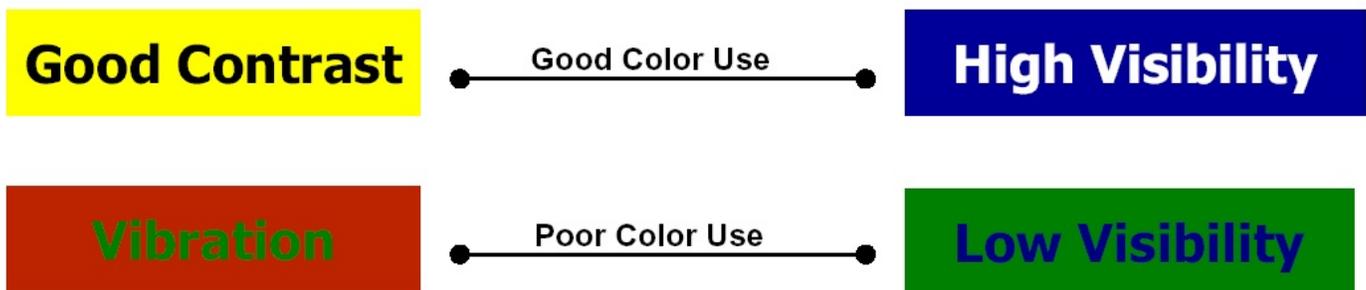
This Is Easy To Read.

THIS IS MORE DIFFICULT TO READ.

Color

The smart use of color can really make posters more attractive and help gain your audience's attention. However, color used incorrectly can make your posters very difficult to read.

- Avoid light, pastel colors (pale yellow, pink).
- Decide on a color scheme and carry it throughout your presentation. For example, a demonstration on raising pumpkins would look nice with orange and black lettering on white poster board. Smart use of color will enhance your overall demonstration.
- Color combinations make a difference. Scientists have studied different color combinations and found that deep red and green on white, black on white, yellow on black, and white on dark blue or black are very effective. Avoid such combinations as blue on orange, red on green, purple on yellow or vice versa.



Creative Touches

Have fun with your posters and let your imagination run wild!

- Clever title posters help you get your audience's attention. "Fit for the Fair" will attract more attention than, "How To Wash and Groom a Lamb for the County Fair."
- Titles should be short and catchy.
- Velcro can be used to attach objects or signs to your main poster during the demonstration.
- You can use fusible webbing to iron fabric letters or borders onto your poster.
- Borders are an easy way to pull together a color scheme. Borders can be made of fabric, colored vinyl tape, etc. It is important to attach borders securely.
- Artwork is an excellent way to add interest to your posters. You may draw or stencil directly onto your poster or attach a picture, drawing, computer-generated artwork, etc. to your poster. Again, make sure it is attached well.
- Punch out letters can be glued onto posters for a quick, professional look.
- Interactive and/or moveable parts can be attached to the poster to add dimension and creativity.

Letter Size for Visibility*

Distance	Letter Size	Line Thickness
10 feet	1/2 inch	3/32 inch
20 feet	3/4 inch	1/8 inch
50 feet	2 inches	5/16 inch
100 feet	3 1/2 inches	11/16 inch
300 feet	11 inches	2 inches

* Assuming good light, good eyes, and good color.

Color Combinations for Visibility

1. Black on yellow
2. Black on orange
3. Yellow-orange on navy blue
4. Bottle green on white
5. Scarlet-red on white
6. Black on white
7. Navy blue on white
8. White on navy blue
9. Yellow-orange on black
10. White on black
11. White on bottle green
12. White on scarlet-red
13. White on purple
14. Purple on white
15. Navy on yellow
16. Navy blue on orange
17. Yellow on black
18. Scarlet-red on yellow
19. Yellow on navy blue
20. Purple on yellow
21. Purple on orange
22. White on emerald green
23. Bottle green on yellow
24. Scarlet-red on orange
25. Emerald green on white
26. Yellow on purple
27. Orange on purple
28. Bottle green on orange
29. Emerald green on yellow
30. Orange on yellow

4-H Demonstration Planning Sheet

Topic: _____

INTRODUCTION—What is the topic and why is it important, etc.

- A. Attention Getter
- B. Information About Topic
- C. Related information about demonstrator

BODY—Description, explanation and information of topic

What to do

What to say

What visuals needed

CONCLUSION—What was accomplished, what did it mean, etc.

- A. Summary—Most important points or steps, “big ideas”.
 - 1.
 - 2.
 - 3.
- B. Think about possible questions
- C. Closing statement

4-H Demonstration Check List

- INTRODUCTION—Interesting, short, complete.
- TOPIC—Worthwhile and practical, related to project or activity.
- APPEARANCE—Dress appropriate, well groomed, good posture.
- PRESENTATION—Voice natural, words distinct, poised, friendly, convincing, well organized.
- SUBJECT MATTER—Emphasize important points, information accurate, complete, usable, knows the subject.
- EQUIPMENT—Suitable for demonstration, good visual aids if needed.
- CONCLUSION—Stress important points in summary, show finished product if there was one, definite closing, questions answered satisfactorily.

Most of all have fun sharing what you have learned with your fellow members!