

# GIVING AN AWESOME 4-H PRESENTATION

The effectiveness of your presentation depends on:

HOW YOU LOOK,  
HOW YOU SAY IT, and  
WHAT YOU SAY.



## Planning a 4-H Presentation

### In a Few Easy Steps

#### Step One:

**WHAT** is the subject you wish to present? Select a subject YOU are interested in and would like to teach to other people about.

#### Step Two:

**NARROW DOWN** the subject to a specific topic or process, i.e. types of seams or steps for a natural wood finish.

#### Step Three:

**WHO** is your intended audience: adults, teens, primary members, experts, or novices, etc.?

#### Step Four:

**RESEARCH** your topic. Find out the most accurate and recent information on your topic. Consult your project leader, member guides, magazines, books, web sites, encyclopedias.

#### Step Five:

**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 Six:

**HOW WILL YOU DO** your presentation?

Develop an outline of your presentation.

State your purpose

Write out your title

Divide your outline into the introduction, body, and conclusion

**INTRODUCTION:** Use an opening device to create interest in your topic. Then present the main idea which can be the purpose of your presentation or topic sentence. Then preview the main points you intend to cover in the body of your presentation. "Today I'm going to tell you. . ."

### **BODY:**

Tell them and show them. Tell them the main points of your talk.

**CONCLUSION:** Include a summary of the body's main points and use a closing statement to make your presentation memorable. "Today I told / showed you. . ."

## Step Seven:

**DEVELOP A TITLE** which

1. is an attention getter
2. summarizes your purpose
3. is short and to the point (4 to 5 words)

## Step Eight:

**PREPARE YOUR MATERIALS** for the presentation

- . Use poster board or other materials to illustrate the main points of your presentation;
- . Use your outline to serve as the text of your poster board illustrations; and
- . Select models and hand-held objects to be used in the presentation.

## Step Nine:

**PRACTICE** your presentation. How will you set up your workspace? How will you handle the materials as you show them? Where will you place them when you put them down?

## Step Ten:

Think about the kinds of questions that you may be asked and find answers to those questions.

## Step Eleven:

**PRACTICE** your presentation again, and again, and again! While practicing, try not to memorize your presentation word for word. Keep your delivery fresh and exciting. Present it to your 4-H club members, your school class or other organizations to give you practice before the big event!

*(HINT: Local assisted living centers love to have students come in and share what they are learning.)*

Visit [www.ellis.ksu.edu](http://www.ellis.ksu.edu) – 4-H Youth Development – 4-H Events – 4-H Day for entry forms, score sheets, video clips, how to guides for the various types of presentations

Need some inspiration? Check out the many 4-H presentation videos on YouTube!

# Easy to Read Visuals

**Visibility** Is it easy to see and read from where participants sit?

**Simple** Is the message easy to understand?

**Interest** Does it attract and hold attention or is it cluttered with too many words or pictures?

**Useful** Are the lettering, words, pictures, etc. suitable for the subject and audience?

**Structure** Are the ideas grouped in order?

**Information** Is it factual and is the data accurate?

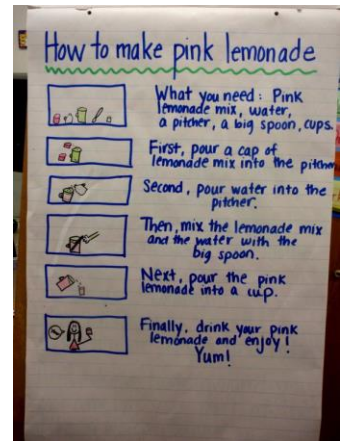
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Black/White	Black/White
Black/Orange	Black/Orange
Blue/White	Blue/White
Green/White	Green/White
Red/White	Red/White

This Is a Test

## 3 Main Posters

Title Poster  
Supplies Poster  
Steps Poster

Use Posterboard,  
Foamcore Board,  
Tri-fold Display or  
Powerpoint  
Presentation  
to illustrate your  
talk



## Helpful Hints

- ✿ Always double check your supplies and bring extra ingredients if doing a foods demonstration.
- ✿ Keep work areas neat with as few items as possible. Remove items from the table when complete. Do not place any items in front of your work area.
- ✿ Use a stuffed animal rather than a live one for most animal presentations.

## Notes:

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## REMEMBER:

You want to succeed.

The audience wants you to succeed.

The judges want you to succeed. They are here to help you learn and “make your best better”.