



## 4-H Presentations Tip Sheet

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### What Is Your Style? - Demonstration or illustrated talk

**Ask yourself!**

Do I want to show and explain the actual steps in doing something?	Do a demonstration
Are visuals the best way to explain my topic?	Do an illustrated talk
Can I take all the equipment needed or does space allow use of equipment? If the answer is "no,"	Do an illustrated talk
Am I teaching members of a small group how to do a new skill?	Do a demonstration

### What Are the Differences?

#### Demonstration

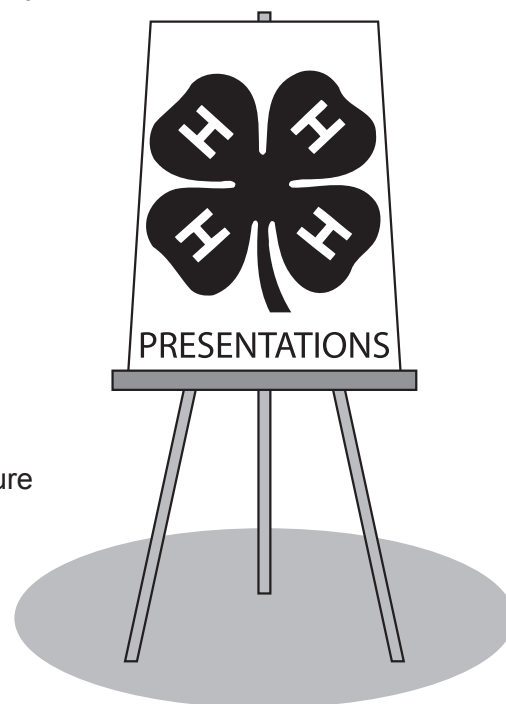
- A demonstration is **DOING**.
- A demonstration is **SHOWING HOW**.
- As you show how, you tell how.
- In a demonstration you **MAKE** something or **DO** something.
- There is always a finished product.
- Minimum of 4 posters or electronic slides must include:
  1. Title and name
  2. Materials/supplies
  3. Directions (step by step)
  4. Summary

#### Illustrated Talk

- An illustrated talk is **TALKING**.
- An illustrated talk is **TELLING HOW**.
- In an illustrated talk you use visuals: **CHARTS, PICTURES, MODELS, CUTOUTS, ETC.**
- Minimum of 1 visual (may be poster/electronic slide or object)

### What Is the Same?

- Select a 4-H project you enjoy.
- You may use an outline sheet/note card to remind you of your steps, **but** note cards cannot be held during the presentation.
- No live animals permitted.
- Individual presentations, not teams.
- Organization and visibility of work area are important; make sure audience can see materials from all angles in the room.
- Length of time:
  - Juniors (9-11 years) – 2 to 5 min.
  - Intermediate (12-13 years) – 5 to 10 min.
  - Seniors (14-19 years) – 10 to 15 min.



# 4-H Presentation Helpful Hints

## Steps in Developing your Presentation

- Visualize the audience
- Choose the project most interesting to you
- Decide a goal
- Gather information
- Develop an outline
- Organize your presentation
- Practice with equipment or visual aids
- Consider the title
- Practice your presentation several times

## Posters

- Standard poster size is 22 by 28 inches
- Dark, block letters on light colored poster board
- Letters should be larger for titles and smaller for other print
- Use a ruler for straight lines
- Practice using your poster
- Pictures and drawings go along with topic
- Even margin around poster

### Check it Over!!

#### Ask yourself:

- Is it large enough for the audience to see?
- Is it easy to use?
- It is colorful?
- Does it stress or explain a point?

## Demonstration Poster/Electronic Slide Examples

### How to make a peanut butter and jelly sandwich

By: John Smith

Clover 4-H Club

#### Materials Needed:

2 pieces of bread

Peanut butter

Jelly

Knife

Plate

Napkin

#### Steps:

1. Use the knife to spread peanut butter on one side of bread ....

*(Continue with posters until steps are completed)*

#### Summary:

Peanut butter and jelly sandwiches are fun, easy to make, and good for you! I hope you have fun making your own PB & J.

## Electronic Slide Tips

- Remember electronic slides add to a presentation, but the audience is looking and listening to you as well.
- Know your audience, a cartoon or humorous quote may not be effective.
- When choosing a design background, maintain that same background throughout the slides.
- Do not pack too much information on one slide.
- Limit the use of wild colors, noises, and animations – they could distract from your message.
- Use appropriate fonts, colors, and pictures that match your topic – continue color scheme throughout.
- Make sure audience can read your slides.
- When presenting information do not turn and read off slide/screen.
- Bring an extra copy of your presentation saved on a disk or thumb/flash drive and a hard copy in case the computer is not working.
- Practice your presentation and use of equipment beforehand.

### Check it out!

Check the 4-H Presentations Score Sheet to see what you will be judged on!