Suwannee County

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Public Speaking, Demonstration, and Illustrated Talk Guide Book

Tips and Tricks for planning, preparing, and delivering your 4-H County Events presentation

March 2014 Early Release Workshop
Vocal Delivery

- **Variety** - Speak with enthusiasm and confidence instead of a flat voice that never changes or you might put people to sleep.
- **Rate** - Don’t race through your words or speak too slowly. Too fast and people won’t be able to keep up. Too slow and they will become bored.
- **Volume** - Speak loud enough for everyone in the room to hear you but not too loud where it seems you are yelling. Look at the audience members in the back of the room. If they are leaning forward in their seat or look confused, you might want to speak up.
- **Pronunciation** - Mispronounced words stand out and distract from your speech. If you’re stumbling over a word that is hard to pronounce, replace it with one that’s easier to say. If you can’t find another word, practice until you’ve got it.
- **Enunciation (speaking clearly)** - Say your words crisply and distinctly so you will make a positive impression on your audience and help them understand what you’re trying to say.

<table>
<thead>
<tr>
<th>Avoid saying</th>
<th>Say this</th>
</tr>
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<tbody>
<tr>
<td>wanna</td>
<td>want to</td>
</tr>
<tr>
<td>didn’t</td>
<td>did not</td>
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<tr>
<td>hafta</td>
<td>have to</td>
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<tr>
<td>gonna</td>
<td>going to</td>
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Non Verbal Communication

- **Personal Appearance** - People will see you before they hear you. First impressions will be based on how you look, so look your best! Dress neatly, stand straight and tall, and move with confidence and poise. (Even if you are nervous!)
- **Eye Contact** - Remember to make eye contact often during your speech. Don’t keep your head down and read your notes through the entire speech. Making eye contact will let the audience know you are sincere and confident about what you are saying. You will be able to tell if they are bored, amused, confused, or inspired by what you say.
- **Gestures** - Rest your hands comfortably on the top of the podium (don’t grasp) or at your sides. Use them naturally like you are talking to your friends or family. Don’t put your hands in your pockets, clasp them in front or behind you, or fidget with your notes.

4-H Presentations Tip Sheet

What is Your Style-Demonstration or Illustrated Talk?

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

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.
- If using posters or electronic slides a minimum of 4 must include:
  - Title and Name
  - Materials/Supplies
  - Directions (step by step)
  - 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 cards to remind you of your steps, but note cards should not be held during the presentation.
- No live animals permitted.
- Can be individual or team.
- Organization and visibility of work area are important; make sure audience can see materials from all angles in the room.
- Length of time:
  - Juniors (8-10): 3 to 12 minutes
  - Intermediates (11-13): 3 to 12 minutes
  - Seniors (14-18): 5 to 12 minutes
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.
- Use generic names of product, not brand names.

Posters
- Standard poster size is 22 x 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?
- Is it colorful?
- Does it stress or explain a point?
- Does it mention 4-H?

Demonstration Poster/Electronic Slide Examples

How to Make a Peanut Butter and Jelly Sandwich
By: Mr. Brian
Suwannee County 4-H Club

Material Needed:
2 pieces of bread
Peanut Butter
Jelly
Knife
Plate
Napkin

Steps:
1. Use the knife to spread peanut butter on 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
- 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 or 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.

PUBLIC SPEAKING PLANNING WORKSHEET

Title:____________________________________________________________

Introduction: (Grabs the attention of the audience and makes them want to listen; inform the audience of your topic; use interesting quotes, facts, a joke or another interesting starter.) Write a few ideas of your introduction here....

Body: (Most important part of your speech; select two to three main points and give facts to back them up.) Write your 2-3 main points here....

Conclusion: (Restate your main ideas and close with a challenge, a question, or a big idea.) Write a few ideas for a good conclusion here....

Feel free to get your parents to help you write your speech!
Practicing Your Speech or Demonstration

- Practice in front of a mirror so you can watch yourself.
- Practice your speech standing up, since you will be delivering it that way.
- Time yourself so you'll know if your speech is too long or too short.

Using Note Cards

You can choose to memorize your entire speech or use note cards. Here are a few tips if you decide to use note cards.

- Use only one side of each card.
- Try to limit each main point in your speech to one card. Put the introduction and conclusion on their own cards.
- Number your cards so you can put them in order easily if they are dropped.
- Print largely and neatly so they will be readable at a glance.
- Use a different color ink to jot down short hints you want to remember while delivering your speech-like make eye contact or slow down.

Think Positively!

Picture yourself as a successful speaker standing in front of an admiring audience making eye contact, smiling confidently, using gestures, and standing tall. Hear your voice coming across clearly and assertively. Imagine the fun you’re having as you move into your conclusion and end your speech. Listen to the applause and watch the smiles and nods from your friends and family in the audience.

Practical Hints

What to wear

Make a positive first impression by observing the following dress code:

- Choose simple, practical clothing so that your audience will be attracted to your demonstration, and not distracted by your clothes. Team members might want to dress alike.
- Make sure your hands and fingernails are clean and well kept.
- Keep jewelry and makeup to a minimum.

Setting up

- Arrange and choose equipment and supplies so the audience can see the materials and the process (e.g., use glass bowls).
- Place extra equipment on a second table away from the demonstration table.
- Use trays to group your supplies and equipment for easier access and neatness.
- Label containers clearly and be sure they are visible to the audience.
- Keep cloth or paper towels handy, and attach a paper bag to the demonstration table for waste if needed.

You Are On!

Most people remember what they see rather than what they hear, so the way you make your presentation is critical. Practice enables you to give an effective presentation because you will be familiar with the subject and can therefore focus on your delivery and avoid hurrying.

The following tips will help you convey this image during your talk:

- Begin with a smile to communicate to your audience that you want to share your ideas with them.
- Look at the audience.
- Stand steady on your feet. Don’t rock back and forth.
- Don’t swing your arms wildly, but do use gestures as appropriate.
- Show enthusiasm for your subject.
- Talk directly to the audience in a clear, conversational tone (not too soft and not too loud).
- Continue with your presentation and explain what happened if you goof. Mistakes happen to everyone, so don’t allow this to make you nervous.
- Look and act like you enjoy presenting. Motivate the audience to want to do what you are doing.
- Weave personal experience into your presentation.
- Keep notes available, but never read from them or rely on them too heavily.
Demonstration and Illustrated Talk Categories

The following categories are defined as broadly as possible. Demonstrations and illustrated talks should be placed in the category that most closely relates to the topic given.

Animal Science
- Animal Industry
- Small Animal and Pets
- Horse

Civic and Leadership Development
- Civic and Leadership Development

Communication and Expressive Arts
- Communication & Media Arts
- Leisure & Performing Arts

Environmental Education
- Earth Science
- Natural Resources

Family and Consumer Science
- Child and Human Development
- Consumer Education and Money Management
- Clothing and Textiles

Workforce Preparation and Career Development
- Workforce Preparation and Career Development

Healthy Lifestyles
- Food Preparation
- Food Science, Safety, and Nutrition
- Health and Safety

Plant Sciences
- Plant Connections

Science and Technology
- Mechanical, Electronic Science, Petroleum Power, and Small Engines

Demonstrations

A demonstration is a method used to communicate an idea by showing and telling.

Where should I start?

The topic of your project demonstration should be something that:
- Is of practical value
- Is of interest to you
- Is not too hard for you
- Challenges your ability
- Is one that can be shown and told in a short time
- Matches one of the demonstration categories

Do I have to have visual aids and equipment?

Well chosen visuals and equipment can make the difference between success and failure in a demonstration. Experiment to determine the type of equipment best suited to your topic: actual objects, posters, or charts. If you are using equipment:
- Select the best possible piece for the job
- Make sure the equipment is in good working order
- Arrange each piece in order of use
- Arrange every piece of equipment or visual aid so the audience can see it

Remember, your presentation needs to look smooth and easy to the audience. You will need to practice with your equipment. Keep your equipment as simple as possible.

Can I use posters?

Posters are a very effective way of adding visual interest to your demonstration. When you are using posters, make the following considerations:
- Do they add interest and sparkle?
- Are words large enough for the audience at the back of the room to see?
- Does each poster have one main idea?
- Do the posters make the demo more interesting and easier to understand?
- Are the posters sturdy enough so they will not buckle or bend?
- Are they colorful?
DEMONSTRATION PLANNING WORKSHEET

Title: Don’t just write the topic name. Think of something catchy or cute (but not too cute) for your title.

Introduction:

Attention-getter: Starting statement, story, poem, joke, or question.

Preview: Tell your audience what you are going to cover in your demonstration.

Body (Main Points): Spend some time on each main point. Give examples to support your main points.

1. 
2. 
3. 
4. 

Conclusion:

Summary: Go over main points again briefly.

Attention-leaver: Close with an appeal for action, a humorous remark or a thoughtful question, something to make the audience remember you.

Display the finished product

Ask for questions

So how many posters should I have?

A minimum of 4 posters should be used. Four to six posters are the most effective. You can use the front and back of each poster so you have fewer poster boards to manipulate.

Posters to consider:

- Title
- Key Points
- List of ingredients or materials needed
- Summary