

PUBLIC PRESENTATIONS WORKSHEET

Attention-Grabber: *(in the form of an enthusiastic statement or question to the audience)*

Introduction:

"Hello, my name is _____ . I am a member of the _____ 4-H Club. This is my _____ year in 4-H, and my _____ year in the _____ project.

This is my _____ *(first, second, third, etc.)* presentation."

"Today my presentation is on _____."

Body:

Summary: *(brief explanation of what was covered in the body)*

Source of Information:

"I got my information from _____."

(books, magazines, 4-H leader, etc. Always include title of the publications or books used.)

Ask for questions: "Are there any questions?" "The question has been asked..."
(Always repeat the question before answering it. If you do not know the answer to the question, say "I'm sorry, I don't know the answer to that question, but I would be willing to look it up.")

Conclusion: "If there are no further questions, this concludes my presentation."

4-H PUBLIC PRESENTATIONS

(Demonstrations and Illustrated Talks)

What should you include?

A public presentation checklist:

- | | | |
|--------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Attention-Grabber | Have you ever...
Did you know...
Wow! How about trying... |
| <input type="checkbox"/> | Introduction | Your name, club name, year(s) in 4-H, year(s) in project, number of public presentations you have done before |
| <input type="checkbox"/> | Body | |
| <input type="checkbox"/> | Summary | |
| <input type="checkbox"/> | Source of Information | Did you use books, did your leader help you? |
| <input type="checkbox"/> | Ask for questions | |
| <input type="checkbox"/> | Conclusion | |

Tips for a good presentation:

- Know your information
- Practice, practice, and practice
- Don't chew gum
- Avoid "filler" words (i.e. um, you know, and uh)
- Keep eye contact with your audience
- Avoid putting all your information on your posters and don't read directly from them
- Avoid reading from note cards or a sheet of paper
- Avoid standing in front of your display or posters
- Always face your audience, don't turn your back to them
- Make sure you are able to pronounce the words used in your presentation and on your posters correctly, also make sure you know what the words mean
- Dress appropriately
- If you use an acronym in your presentation, know what it stands for. For example: WSU stands for Washington State University
- Have fun!
- SMILE... Look like you're having fun!

4-H Presentation Checklist

Attention Grabber:

- Have you ever...
- Did you know...
- Wow! How about...

Introduction:

- Your name
- Your club
- Year in 4-H
- Year in project
- Number of Presentations done before
- Title or subject of presentation

Body:

- Main information and visual aids

Summary:

- Brief explanation of what was covered in the body

Source of Information:

- "I got my information from..."

Ask for questions and repeat each question before answering.

- "The question has been asked..."

Conclusion:

- "If there are no more questions this concludes my presentation."