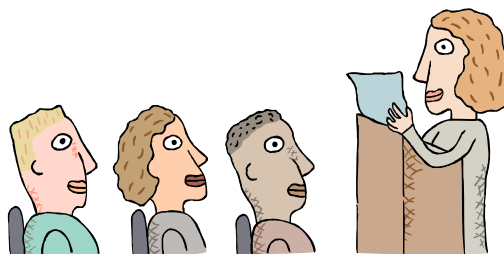


# YOUTH/LEADER DEMONSTRATION/ILLUSTRATED TALK GUIDE

## What are Demonstrations and Illustrated Talks?



A Demonstration is a talk that shows, one step at a time, how to perform an activity. When you are finished you want the audience to go and do likewise. Demonstrations offer youth the opportunity to do something and gain self confidence, leadership and public presentation skills. Demonstrations offer the opportunity to share information, ideas and skills with other thus developing communication life skills and workforce preparation skills. A 4-H demonstration helps youth learn to:

- ▶ Set a goal
- ▶ Research a subject
- ▶ Organize ideas in a logical manner
- ▶ Express oneself clearly
- ▶ Be a teacher!

A **DEMONSTRATION** is the act of showing how to do something by actually doing it, step by step. In this method, the subject - animals, machine, clothing, musical instrument or model, is used in the presentation.

**Example:** A demonstration on “How to Sew on a Button”, would feature someone actually sewing on a button.

An **ILLUSTRATED TALK** is the act of telling how to do something by using visual aids such as posters, models or charts. The object discussed is not used, only pictures, models or other representation of it.

**Example:** Sharing a collection and explaining how you got started your first item, your favorite item in the collection etc.

Demonstrations and Illustrated Talks offer members the opportunity to build interpersonal communication skills, knowledge of a subject or topic, organization and planning skills and presentation and delivery skills.

## Step 1

### Getting Started...Where to Begin? What Topic or Subject to Use?

Where do you get ideas for your presentation?

Pick your subject area. When deciding on what to do for a demonstration or illustrated talk remember to K.I.S.S. (This stands for **Keep It Simple Silly**) Pick a well defined skill or activity that can be demonstrated in a short time period. Select a topic that can be easily broken down into illustrated steps that the audience can be successful doing themselves.

Start with easy topics for you, such as something -

- ≈you can understand and do easily
- ≈is suited to your age and ability
- ≈you have learned in 4-H
- ≈is specific enough so that one and only one central idea or theme is emphasized
- ≈you think others would like
- ≈can be done quickly and without too much equipment

Here are some ideas to get you started for your demonstration or illustrated talk.

- Look through your 4-H project materials for ideas
- Brainstorm on paper! Make a list of things you do for 4-H projects
  - collect
  - do after school
  - do for fun
  - read or learn more about

Take a look at your list and write down the topic you would like to “present” to a group.

### Research your topic or idea

To investigate your topic, make notes on things you would like to tell others.

- ✓ How did you get interested in this?
- ✓ How long have you been doing it?

If you need more information, read your 4-H project materials, encyclopedia, magazines or books in your school or community library. When taking notes be sure to write down the source of your information or research. Talk with your parent, leader, grandparent or other adult who may know about your topic.

Make notes on paper or note cards. Keep your topic appropriate for your age, skill and knowledge level and yet challenging so your audience is kept interested.

## Step 2

### Organizing Your Demonstration

The first demonstration or illustrated talk may be the hardest, but planning helps you know what you will be doing and gets your ideas organized.

- 1<sup>st</sup> List the important steps and processes you plan to discuss and demonstrate
- 2<sup>nd</sup> Arrange the steps in logical order as you will be doing it.
- 3<sup>rd</sup> Outline what you need to say in order to explain each step or process
- 4<sup>th</sup> Make a list of the necessary materials and equipment you will need as it is your responsibility to bring everything you need to the place where you will be giving your demonstration
  - TIP: Making lists on index cards helps you get things together and be sure you have everything you need to do your demonstration*
- 5<sup>th</sup> Plan posters/visual aids that will add to the clarity and effectiveness of your demonstration. Posters can help you remember parts of your demonstration listing steps or recipes.

## Planning Your Demonstration

Every demonstration or illustrated talk should be made up of four basic parts: the title, introduction, body of the presentation and the summary.

### I **Catchy Title** - Put on your thinking cap! This adds to your presentation

#### Idea

Mixing paints  
Photography Tips  
Making candles

#### Possible Title

“Rainbow at Your Fingertips”  
“Focus In”  
“A Glowing Accent”

### II **Introduction**

Be original and brief. This is your “interest getter” to captivate your audience as to what you are telling them. Tell briefly what you are going to do, why you chose the topic...get their attention. As part of the introduction, the audience should learn who is the demonstrator.

If giving an individual demonstration, be sure to introduce yourself. Name, from where, name of 4-H club, years in 4-H. If you have been introduced by someone else, you need not do it again.

### III **Body of Demonstration** - Tell How and Why

This is the “meat” of a presentation where you develop the subject or idea of your demonstration. Give the details of doing, showing or telling about it. Use correct methods to show all necessary steps. Develop one central idea and show how to do it in logical order. Demonstrate all steps. Just telling is not enough. It may be necessary for you to have material in various stages to show all steps as in baking bread, making cheese, refinishing furniture, etc. If the process cannot be completed in time allowed, show a finished product which has been prepared previously.

Always Tell: **What** you are doing

“The egg whites are folded into the sponge cake batter.”

**How** you are doing it

“By bringing a rubber spatula down the side of the bowl, across the bottom up the other side and over the top, so you are folding the mixture.”

**Why** you are doing it

“This folding process is necessary to prevent the breaking of the air cells as the air beaten into the egg whites helps the product to become a light, finished product.”

When you have explained all the steps, you have completed the body of your demonstration.

### IV **Summary and Conclusion**

This is one of the most important parts of your presentation. Repeat the main points and ask if there are any questions. Keep it short and simple. Mention the source(s) where you found your information. Restate the main points you want the audience to remember. Emphasize the key points of the demonstration. What do you want others to remember about your subject or your idea? Sometimes a poster can also be used for a summary. Mention ways that it could be valuable to them and how they might use the information. ***Show off your finished product.*** If one isn't done during the demonstration, do one ahead of time to display at this point in your demonstration.

### ***Summary Example:***

“In making a grilled frank ‘n cheese sandwich, remember to cook over low heat so protein of the cheese doesn’t become stringy. With meat, milk and bread groups in the sandwich, a salad could complete your balanced meal. So try this recipe the next time you have to prepare a hurry-up lunch and you’ll get all this nutrition for a very low cost.” (Show your finished product.)

At the end of the demonstration or talk, ask - “Are there any questions or comments?” If there are questions, repeat the question so all in the room can hear both question and answer. Answer to the best of your knowledge, BUT, if you do not know the answer, admit it, and say you will try to find out for them. After you have answered the questions or if there are not questions, say, “This concludes my presentation.” That way, everyone knows that you are done and it is time to applaud!

Remember the saying...

*“Tell ‘em what you are gonna tell them”* (introduction)

*“Tell ‘em”* (body)

*“Tell ‘em what you told ‘em”* (conclusion)

## ***HELPFUL HINTS AND TIPS***

### ***Work Area***

Consider using trays to organize your props or items needed for each step. Clean up your mess as you go! Good posture and standing on two feet instead of rocking back and forth or from side to side say positive things about you. Of course no chewing gum or twirling hair. After arranging your demonstration material, go out front and look at your table. Can the audience see? Are your materials neatly arranged according to the order in which you will use them? Keep the center of the work area open all the time. Cover brand names of ingredients with tape or paper label.

### ***Prepare Yourself***

If you look neat and clean, people are more ready to listen to what you have to say. Your dress should be appropriate to the demonstration given. If your hair is long, wear something to keep it in place.

### ***Use a “Presentation” Voice***

Speak slowly and louder than you would in normal conversation. This will help your audience hear and understand you better.

### ***Look at Your Audience***

This may be difficult at first! Good eye contact helps get your message across. Some of the “experts” say they find an object to focus on during their presentation, some pick a friendly face in their audience to focus on and others look just over the top of the heads of their audience.

### ***Involve Your Audience***

Get your audience involved by handing out recipes, samples or asking questions.

### ***Team Demonstrations***

If you think you need another person to help you, think about a team demonstration. A team demonstration actually takes more time because extra time must be allowed for planning and practicing. Team members should participate equally in both the speaking and the demonstration part of the presentation.

Divisions between partners come best when there is a natural shift from one process, step or idea to another. When one is demonstrating one is also talking about it. While one teammate is demonstrating, the other should be a silent helper. Team members should be equal in ability and experience.

### **Length of Demonstration**

Length should vary with the subject of the talk. Generally it should be no longer than ten minutes for Juniors and 15 minutes for Seniors.

### **FOOD DEMO'S**

When doing a food demonstration, it is suggested to use clear bowls. Be aware of using a barrier between you and your food. Your barrier could be a spatula, spoon, or food safety gloves.

### **VISUAL AIDS**

There are a variety of visual aids to enhance your presentation. The chart below offers some suggestions:

### **EFFECTIVELY USING POSTERS OR OTHER VISUALS**

Posters can help to “show” or highlight the main points. They also serve as notes for the demonstrator. Be sure that they can be read by people in the back of your room. Make letters large enough. A well made sign is often a great asset to a demonstration. However, many demonstrations do not need posters! Use an easel to display your signs. Keep posters simple with only one or two ideas on each one. Color adds a nice variety, but be sure to use colors that show up; sometimes pink, red, or yellow are hard to see. (Refer to the 4-H fact sheet for tips and guidelines for posters). Posters should be neat, clear and easily read. They need to be an integral part of your presentation.

<b>VISUAL AIDS</b>	<b>ADVANTAGES</b>	<b>DISADVANTAGES</b>
Flannel, magnet or loop board	Can build up a very graphic final picture with its elements, ie. milk components can be added to for a carton shape.	Materials often slip off. Requires board, lights and quality art work. Large parts often get dog-eared from handling.
Chalk Board	Easy to use. Little advance preparation.	Writing often hard to read. Lines too thin for good visibility. Hard to make good drawing in front of others.
Easel Pad with flip chart	High quality visuals can be produced in advance. Can reveal one point at a time by hiding with paper, then removing when discussing point.	Often difficult to manipulate. Thin paper in easel pad requires and intersheet. Cannot change sequence in pad.
Photographs	Can picture the real thing.	Expensive to get high quality prints especially in color. Must be passed around for viewing.
Slides	Most versatile. Can show many things well. Easy to obtain.	Needs slide projector and screen. Remember extension cord too as you need to plan room layout for a slide show.
Real Things or Live Models	Three dimensional objects and size relationship can be shown. Much more believable.	Often too small to be seen. Can be unpredictable in what happens during a demon, i.e.. infant for babysitting demo or an animal.

If using a variety of visuals, practice so you can use everything easily.

Sources: Iowa