



GETTING 4-H'ERS INVOLVED IN ORAL PRESENTATIONS

A Guide for Leaders

Objectives of the 4-H Public Presentation Program:

Oral Presentations are used in 4-H by both leaders and members as ways of sharing information, teaching poise, and gaining self-confidence. "Show me how", "Let me see how you do that", and "I'll show you how" are methods used to teach others the skills we have learned.

Through giving public oral presentations, 4-H members learn to:

- ! Express themselves clearly and convincingly.
- ! Organize their ideas and present them in a logical order.
- ! Research subjects.
- ! Have confidence in themselves.
- ! Emphasize the major points of a presentation through the use of visuals and/or examples.
- ! Listen to the opinions of others.

You have the opportunity to help shy, introverted 4-H members develop confidence, poise, self-esteem, stage presence, and knowledge. You can also help members who are overly aggressive become more sensitive and aware of acceptable behavior.

With your guidance, members will learn that:

- ! Errors are learning tools.
- ! Criticism may be positive.
- ! Pride can be displayed in a positive way.
- ! Skills and abilities must be used properly.
- ! They have skills and knowledge to share with others

Types of Presentations:

Demonstration:

A demonstration shows how to make something, how to perform a skill, how to repair something, or how something works. In this method, the subject - animals, machine, clothing, musical instrument, or model - is used in the presentation.

Illustrated Talk:

An illustrated talk communicates ideas with the aid of charts, posters, slides, flannel graph, or chalkboard. The object discussed is not used, only pictures, models, or other representation of it.

Action Exhibit:

An action exhibit is an interactive presentation which involves the audience in the presentation process. Like a demonstration, in an action exhibit the 4-H members demonstrates a skill, shows how to make or repair something, or they show how and why something works. Real objects are used. Unlike a demonstration, as the action exhibit presentation unfolds the audience asks questions and interacts with the presenter; the audience may even try the skill themselves. Because the whole process is shown, action exhibits may last up to 45 minutes each.

Public Speaking:

This is a presentation of a speech written by the participant, given from memory, notes, or outline, using index cards as a possible aid. No visual or audio aids are used.

There are three parts to every presentation:

Introduction: A good introduction should tell what the topic is, why it was selected, and get the audience's attention.

Body: This is the major part - the "meat" of a presentation - that develops the objective, emphasizes key points and tells why they are important, and clearly shows each step in the process. In a demonstration, this is the "doing" part and should have a finished product.

Summary: The conclusion should re-state the purpose, summarize the major points made, and be brief and pertinent.

Length of presentations may vary for each age group. Here are suggested time requirements: **Cloverbud** (age 5-7) or first time junior participant: 3 - 5 minutes; **Junior Member** (age 8-13): 3 - 8 minutes; **Senior Member** (age 14-18): 5 - 10 minutes. Action Exhibits are the exception; action exhibits may last 40 - 50 minutes.

Where to Give Presentations:

- ! Local 4-H meetings
- ! County and state presentation contests including 4-H State Activities Day
- ! Public locations: shopping malls, fairs, other county 4-H events
- ! Schools: members' classrooms, parent-teacher groups, etc.
- ! Service clubs

Your county 4-H staff may conduct a presentation workshop for members and leaders to help them learn how to prepare and give effective and interesting presentations. In addition, score sheets and written fact sheets are available.

How Leaders and Parents Can Help:

- ! Encourage your 4-H'ers to make public presentations.
- ! Use the presentations materials available from your county 4-H office to help teach your 4-H'ers how to write or prepare a presentation.
- ! Be sure your 4-H'ers attend one of the public presentation workshops, if offered by your county, to help 4-H'ers prepare.
- ! Help gather the necessary information and equipment.
- ! Encourage 4-H'ers to research facts at local resource sites. Provide transportation to those sites, such as the library.
- ! Encourage 4-H'ers to do their own work.
- ! Listen to their presentation - practice, practice, practice.

- ! Give positive comments and make constructive, positive suggestions.
SELF CONFIDENCE IS THE KEY.

Evaluating Public Presentations:

Public presentations given at county and state public presentation events are usually evaluated by a set of criteria and given numerical scores and/or Danish ribbons. Score sheets can be obtained from your county 4-H office.

The Judge's Role:

The most important role that a judge plays is that of a teacher.

Teachable Moment:

Since judging occurs at a "teachable moment", it provides an ideal opportunity for feedback to help 4-H members improve their work. At the same time, judges need to be aware that they are members of a teaching team that includes volunteer leaders, parents, and county 4-H staff. As members of that team, judges have the responsibility to support and reinforce the learning that has occurred throughout the project year. Judges need to relate well to young people, offering constructive feedback and positive reinforcement to facilitate the learning process.

Non-Scored Evaluation:

The presentation performance can be evaluated by offering constructive feedback and positive reinforcement without giving scores or ratings. This method is **always** used with Cloverbud members ages 5-7. If you want to give more than verbal awards for a job well done, you can give certificates of achievement.

Another positive way to award the performance is to arrange for the 4-H'er to give the presentation again before other audiences such as at libraries, after school groups or other 4-H clubs.

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