

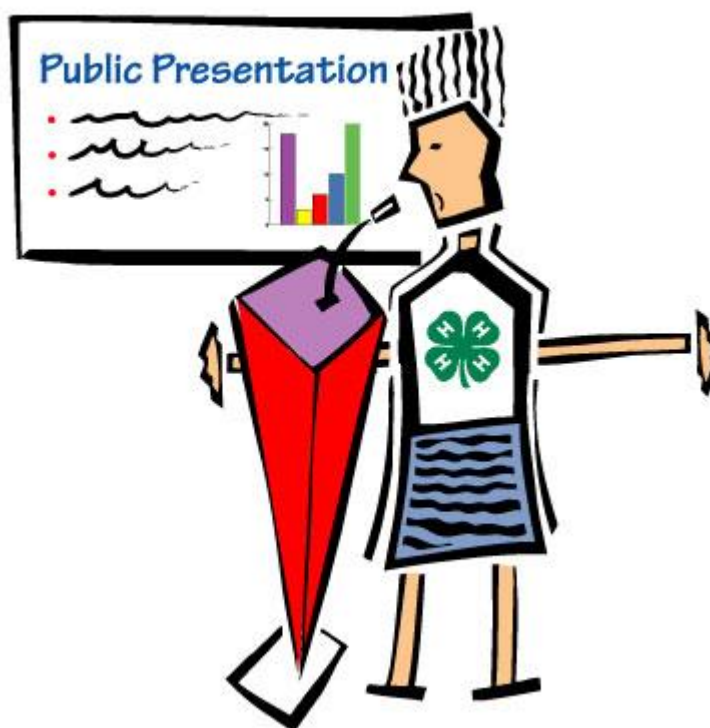
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# COLUMBIA-GREENE

## 4-H PUBLIC PRESENTATION

### GUIDELINES



*Building Strong and Vibrant New York Communities*

Cornell Cooperative Extension in Columbia and Greene Counties provides equal program and employment opportunities.

## WHY PARTICIPATE IN 4-H PUBLIC PRESENTATIONS?

4-H Presentations have been proven to be one of the best ways to develop poise, confidence, and leadership skills. 4-H'ers who have given presentations find that:



- ❖ They learn to speak with ease in front of groups of people.
- ❖ They learn to organize their thoughts so they can get their point across.
- ❖ They learn to think and develop reasoning skills.
- ❖ They can tell people what they have learned in 4-H and other areas.
- ❖ They have learned a great deal more about the subject they have chosen.
- ❖ They become poised and self-confident.
- ❖ They can use this experience in their school work and in extracurricular activities.
- ❖ They can use this experience to strengthen their work and/or college resume.

## PRESENTATION LENGTH

### Time Guidelines

Cloverbud: 1 – 3 minutes

1<sup>st</sup>. year presenter: 3 – 5 minutes

2<sup>nd</sup> – 4<sup>th</sup> year presenter: 5 – 10 minutes

5<sup>th</sup> year and up: 10 - 15 minutes

Team Presentation (no more than 2 presenters): 10 - 15 minutes

\*\*Experienced Presenters are encouraged to be a volunteer Teen Evaluator or Room Host

## CREATING A PRESENTATION

- ❖ There are so many topic possibilities – this is the most difficult task!
- ❖ Pick a topic **you** like. The best presentation is the one you want to do. It could be about something you already are familiar with, or one that you would like to learn about.
- ❖ Keep it simple. You can go into a lot of detail with a simple idea, and you don't have to worry about leaving information out.
- ❖ Gather your information.
- ❖ Create an outline.
- ❖ Prepare your poster(s).

# Public Presentation Categories



- ❖ **Demonstrations** – The presenter *shows* and *explains how to do or make something* (how to juggle, do basic dance steps, build a kite, make cookies, care for a pet, etc.) Appropriate equipment, models or illustrations, posters/visuals are used as needed to explain information being conveyed and to show the steps in the process being demonstrated. It is sometimes necessary to show a larger scale replica of something that is too small for the audience to see. A finished product is shown. **Team Demonstrations are allowed** at all levels of evaluation and should reflect a topic requiring teamwork as well as effective balancing of verbal communication and hands-on action.
- ❖ **Illustrated Talk** – The presenter uses visual aids to *tell about* the topic. The effective use of charts, pictures, posters, slides, powerpoint slides, overheads, graphs, examples models, etc. play a major role in communicating the presenter's message. **Team Illustrated Talks are not allowed** at any level.
- ❖ **Formal Speech** – The presenter aims to *persuade, motivate or inform* the audience without the use of visuals. Proper use of note cards is acceptable. In this category, the presenter chooses and researches a topic of choice. Depending on the topic chosen, the presenter chooses a format (persuasive, motivational, or informative) that best suits what is to be conveyed to the audience. For example, if the topic is censorship of literature, the presenter can choose to inform the audience about this topic, persuade the audience of his convictions, or motivate the audience to take a more active role in making current changes in this arena. A Speech is written in the presenter's own words, however, poetry, quotations, humor or imagery may be incorporated to command attention or emphasize a point. **Team Speeches are not allowed** at any level.
- ❖ **Creative Communication** – bridges the gap between message-delivery and the performing arts. Art forms such as Recitation, Dramatic Interpretation, puppetry, skits, clowning, singing, music and story telling are used as the vehicle for conveying a message. Currently, **Recitation and Dramatic Interpretation** (as defined below) are the only subcategories under Creative Communication being evaluated in NYS 4-H Public Presentations.
  - **Recitation** – The presenter, with the use of vocal inflection and body language as communication tools, delivers his rendition of a piece of **pre-written material**. Props should not be used, but appropriate dress to subtly represent the character or mood of the written piece is acceptable. **Dress should not overwhelm the oral presentation**. Memorization is expected, but proper use of notes is permitted either in the form of note cards or a book. This area is not intended for presentation of original pieces of material written by the presenter. Team Recitations are not allowed at any level.
  - **Dramatic Interpretation** – **The presenter or team** of two delivers a re-enactment of a piece of scripted material. The content can be taken from plays, movies, sketches, or monologues – dramatic or comedic. This form of presentation, by definition, should include props and costumes. Props need to be **simple** and **minimal**, not detracting from the strength of the presenter(s). Original pieces written by the presenter(s) are accepted in this category, but 4-H educators should monitor appropriateness of presentation.

# Public Presentation Format



All types of 4-H Public Presentations share the same three-part format: an introduction, body, and conclusion or summary. ***The content and presentation techniques used in each part vary somewhat depending on the type of presentation.***

## Introduction:

- **Demonstrations & Illustrated Talks:** the presenter will begin by introducing his/her topic in a manner that creatively catches the attention of the audience by stimulating their curiosity or providing information about the subject. (The introduction should incorporate at least your first name)
  - **Sample (Demonstration) Intro:** (A football is thrown from the side of the room and caught by the presenter who is dressed in football uniform). "If you have ever watched a football game, you know how important it is for the players to be able to throw and catch the ball skillfully. My name is Billy and today & will show you how that's done."
  - **Sample (Illustrated Talk) Intro:** "Did you know vehicular accidents are the number one killer of youth ages 16 to 20. Welcome guests, I am Billy and today I'm going to talk about..."
- **Creative Communication & Speeches:** The presenter should identify the source of the creative piece and its' author and may allude to, explain or challenge the audience to discover the message it conveys prior to beginning. The setting as well as the presenter's reason for choosing this particular piece may also be included at this point if so desired.
- Or, you could relate your topic to a personal experience, show and unusual object, or describe its historical/dramatic significance. ***(PLEASE NOTE: Presenters who fail to give an adequate Introduction will automatically receive a NEEDS IMPROVEMENT Score)***

## Body (This is the main part of the presentation):

- **Demonstration:** a technique or steps of a process are shown.
- **Illustrated Talk or Speech:** the main points are identified and explained.
- **Creative Communication Presentation:** the creative piece is performed.

## Conclusion or Summary (The presenter emphasizes or re-emphasizes the message of the presentation):

- **Demonstration/Illustrated Talk:** **the most important steps or points are summarized.** The summary may or may not contain sources for presentation information/recipes.
- **Creative Communication Presentation:** the conclusion depends on the type of creative piece and how it was introduced. A conclusion may be built into the piece itself or the message may be emphasized through a simple comment, a brief analysis, an expressive body movement (lowering one's head) or even through dialogue with the audience.
- Please note that this part of the presentation is called a **summary in a demonstration** or an **illustrated talk** because it calls for a summary of the material presented; and called a **conclusion in a speech, recitation or dramatic interpretation** due to the fact that it requires the presenter to bring his talk to a conclusion.

# PRACTICE, PRACTICE, PRACTICE

- ❖ Practice what you are going to say. Do not read your presentation from your note cards – know it well enough so you just need a little prompt to remember to go to the next part.
- ❖ Practice what you are going to do. This is very important; make sure that you can reference your poster without reading it. If you are demonstrating, practice using the materials in the order you need them.
- ❖ Practice setting up and taking down.

## PREPARE A GOOD POSTER

- ❖ Use **LARGE** print.
- ❖ Only put your “key points” on the poster and put them in the same order as your presentation points.
- ❖ Posters can be written in handwriting, or computer. Neatness counts, and be sure that the audience will be able to read it. Avoid using pastel colors, especially yellow.
- ❖ You can use pictures and graphs to help get your point across. They should be attached to the poster with glue, tacks, pins, etc. so that they don’t flop around.
- ❖ You can use more than one board, and you can use the back. Just make sure to practice a smooth transition from board to board or flipping it. You do not want to distract your audience’s attention from talking.
- ❖ Always remember the poster should only contain the “key points” not a lot of writing.
- ❖ Bring a pointer with you to use when referencing your poster.



## HELPFUL HINTS

**CAN I USE A COMPUTER INSTEAD OF A POSTER?** Yes you can use computer technology. Remember that not all technology is the same; therefore, if you choose to use technology **bring your presentation on a data stick.** We will have a computer and projector for you if it was requested on your 4-H leader’s public presentation registration form. You should also be prepared to do the presentation without the computer, in the event that you have a systems failure the day of the presentation. **Have a back-up plan!**

**I AM DOING A DEMONSTRATION; DO I STILL NEED A POSTER? AND DO I BRING MY OWN EQUIPMENT?** The audience still likes to see a poster. The poster can contain the steps you are using if you are constructing something or for cooking either the recipe or the steps used to prepare the item. Yes, you must bring all your own equipment including extension cord.

**I AM DOING A THEATRICAL DRAMATIZATION OR RECITATION, DO I NEED A POSTER?** It is not necessary, but some youth like to have a poster with the title of their piece on it.

**CAN I DO A TEAM PRESENTATION?** Yes, a team presentation consists of two presenters. Both presenters are evaluated individually on their own form by the evaluator. Team presentations in Illustrated Talks or Recitations are not permitted.

**COOKING DEMONSTRATIONS** Wash your hands thoroughly before your presentation starts and inform your audience that you have done so. Plastic gloves are not required. Hair should be “under control” and aprons worn when appropriate.

**PUBLIC PRESENTATION DAY** Plan to arrive 10 minutes before your assigned one-hour time slot. After check-in you will find your presentation room and stay there for the entire one hour time slot. Everyone wants an audience! By everyone staying until the end of the hour, everyone has an audience! You may arrive earlier or stay later to watch even more presenters.

**RECOGNITION** After you complete your presentation you will be invited to visit with your evaluator(s). When your conversation is concluded you will receive a copy of your evaluation form and your certificate of participation.

## EVALUATION

- ❖ First remember that this is not a competition. You are doing this to build self-confidence and poise that will help you with school work, college and career paths.
- ❖ This experience should be **POSTIVE** and **MEANINGFUL**. Get the most out of it! This is a learning experience and you should expect to hear ways to improve upon your presentation. You should also hear what you did really well.
- ❖ Listen to the comments from the evaluators. They are not trying to humiliate you; but, rather help you. This is an important part to the day, the evaluators want to help.
- ❖ Ask questions – don’t be afraid to question any comment you don’t understand. The evaluators don’t bite!
- ❖ Review your written evaluation and use their pointers when preparing for the next presentation. Before preparing for each year’s presentation program, you should be review your evaluation forms so you know what to work on.

## DANISH SYSTEM OF JUDGING

Cornell Cooperative Extension’s 4-H Youth Development program uses the Danish Judging System as its primary method for evaluating 4-H Public Presentations. Using this method, each youth presentation is evaluated based on the “ideal” standard for the presenters’ age, experience, ability and developmental level. Therefore, each presentation is not compared to, or in competition with, other presenters and presentations.

## DEFINITION OF RATING STANDARDS

- **Needs Improvement:** Needs work, needs to be improved upon (something may have been omitted).
- **Met Expectations:** Met expectations for age & experience level.
- **Above Expectations:** Very good/above expectations for age & experience level.
- **Outstanding:** Exceptional, needs little improvement.
- All ratings START at “Met Expectations” and are rated up or down as appropriate – with these exceptions:
  - “Appearance” and “Visual Aids” start at “Above Expectations” and move from there
  - Presenters who fail to give an adequate Creative Introduction or Appropriate Conclusion/Summary will automatically receive a “Needs Improvement” rating

# PROGRESSION CHART



4-H Public Presentations is a progressive program that allows youth participants the opportunity to advance to more challenging levels of evaluation through a coordinated series of events, each taking place in a different setting. ***Each time a presenter is evaluated, they then have an opportunity to fine-tune their presentation before taking it to the next level. The higher a participant advances, the more competitive the program becomes.*** It is through the evaluation process that 4-H members experience mastery, gain valuable skills in listening to the recommendations of others, and continue to develop confidence in themselves.

## LEVEL 1: 4-H Club / Classroom Presentations

4-H Members begin their public speaking training at the club/classroom level by selecting a topic of interest, preparing a presentation and then delivering it to their peers during a 4-H Club Meeting.



## LEVEL 2: 4-H County Public Presentations

All 4-H'ers (5-19 years old) are then invited to give their presentation to a community audience at a county-wide event in front of trained volunteer Evaluators. The Evaluators constructively critique each presentation, using the Danish System as the primary method of evaluation, and provide positive feedback as well as suggestions for improvement.



## LEVEL 3: 4-H District (Regional) Public Presentations

Youth (ages 8 & up - unless otherwise indicated by your county) who demonstrate the readiness for a more challenging presentation, are given an opportunity to advance to the next level – District (Regional) 4-H Public Presentations. ***At this level, using the same – but more polished – presentation,*** presenters are once again being critiqued by trained Evaluators. (Some counties may also invite 4-H Members to give their Public Presentation at their county fair. Please be sure to check with your 4-H Educator).

***Please Note: Advancing to District Presentations is a progressive process and therefore is evaluated on a higher standard than at the County Level.***



## LEVEL 4: NYS 4-H Public Presentations Event

Each year, a specific number of 4-H teens (ages 13 & up) from every county in NY, who have demonstrated exceptional public presentation skills, are selected to advance to the highest level, and give their presentation at the NYS 4-H Public Presentations Event.

***Please Note: Advancing to NYS Presentations is a progressive process and therefore is evaluated on even a higher standard than at the District Level.***

**Remember the 4-H Moto -  
"TO MAKE THE BEST BETTER"**

**WHY NOT SHARE YOUR PRESENTATION AGAIN AT THE FAIR?**

