

# PRESENTATION DAY



## Everyone who participates is a life long winner!

We “learn by doing”. Two out of ten people remember what they hear, but seven out of ten people remember what they see and hear!

Have you ever shown a friend how to tie a knot, take a picture, or set a table? If you did, you gave a presentation. Easy, wasn't it? How did you do it? While you were using your hands to show your friend how to do something, you were also telling her or him how to do it. It was easy for you because you knew how.

Giving a presentation will help you to think on your feet and to speak before a group. You will have fun showing others how to do something.

### 4-Her's who give presentations discover that they:

- Can organize their thoughts and communicate better and manage change.
- Develop poise and self-confidence.
- Can talk before a group of people with ease and develop delivery techniques.
- Learn to accept constructive criticism.
- Have learned to think ahead—critical thinking, decision making.
- Gained new experience and researching skills.
- Reach those with varied learning styles.

Plan to participate! Say, “Yes, I will do a presentation”. Think of something you enjoy doing and want to share with others. Your topic should relate to a 4-H project or activity, but it does not have to.



## HELPFUL TIPS TO HELP PREPARE FOR PRESENTATIONS

### CHOOSING A TOPIC

You can get off to a good start by choosing:

- a) something you have learned to do in 4-H Club work
  - b) something you can do well, something you like to do and something that you can show others how to do in a few minutes
  - c) something you think others would like to know how to do
  - d) an interesting title for your presentation. Be sure to dress appropriately for what you are presenting. Be sure to use safe & recommended procedures.
- Limit your presentation to one process, or main idea, as much as possible.
  - Learn all the facts you can about the subject chosen; do your research.
  - Know yourself—mannerisms you have that could interfere.



# PLANNING *Introduction—Body—Summary*

## INTRODUCTION

- Greet your audience. Someone else should introduce you.
- Have a catchy title, create interest.
- Tell what you are going to demonstrate and why they should want to learn about your topic.
- Tell how you became interested in your topic.

## BODY OF PRESENTATION—In planning the presentation:

- List the steps to be shown in the order in which you will show them and decide how you are going to do each step. Use your time efficiently.
- List the supplies that you need for your presentation. Plan an arrangement for their efficient use. Example: trays
- Decide what you are going to say to your audience as you do each step.
- If you have visuals, use them appropriately. Possibly use a mirror.
- Be sure your audience can clearly see what you are doing.
- Look at your audience and stand straight as you talk to them. Get their attention by being friendly and by being enthusiastic about your topic.
- Speak clearly and be sure everyone can hear you.

## SUMMARY

- Show the results of your presentation to the audience.
- Restate or briefly repeat the main points.
- Give sources of information, if you have not given them in the presentation.
- Give the audience ample opportunity to ask questions, repeat questions before answering them.
- Give out materials you would like the group to have. Possibly directions, recipes, or samples

## GIVING YOUR PRESENTATION

Practice the presentation. Keep in mind the following points:

- Look at your audience and stand straight as you talk to them. Get their attention by being friendly and by being enthusiastic about your topic.
- Speak clearly and be sure everyone can hear you.
- Be neat and dress properly for the job you are going to do.
- Arrange the work area so the audience can see what you are doing at all times.
- If you use models or charts, be sure everyone in the audience can see and read them. Use creativity in phrases and use color.
- Avoid unnatural long pauses. Avoid talking over noisy equipment. Watch time limits.
- Power Point presentations should be rehearsed well enough to be able to work without the media presentation if equipment doesn't work. Speak to the audience not the screen. Be sure that slides can be easily read from a distance.
- Show the finished product to your audience.
- Smile and be yourself. It is more important how you feel about yourself and how you did than the color of ribbon you receive.

### Time standards:

Junior (8–10 years old)	3–7 minutes
Intermediate (11–13 years old)	5–10 minutes
Seniors (14 and up)	7–15 minutes

