



Virginia Cooperative Extension

Virginia Tech • Virginia State University

Floyd County Office
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Dear Parents,

As a member of 4-H in the classroom, your child will be giving a 4-H presentation in their class during the month of March. Presentations meet English SOLs and your child will receive a grade on this project. **The top presentations from each classroom will be selected to compete at the countywide contest at Indian Valley Elementary School.** There are several things that you as a parent can do to make this a positive educational experience for your child.

- **Assist your child in choosing a topic that he or she enjoys.**
Some children enjoy cooking, collection, planting flowers, sports, animals, crafts, science, etc. Consider positive activities that your child enjoys doing in this or her spare time.
- **Spread out the assignment into small tasks.**
The steps to preparing a great presentation are attached to this letter. Set a goal to complete one step a week. Don't wait until the last minute.
- **Choose a specific topic to present or demonstrate.**
The topics that have been narrowed down and are very specific, make the best presentations. For example, instead of doing a presentation of horses, narrow this down to how to groom a horse. Veterinary medicine is too broad; choose one topic that would come under veterinary medicine such as rabies. When selecting your props, remember that live animals, firearms, and dangerous objects are not allowed at school.
- **Keep it simple.**
Remember, the child is judged on how well they present their knowledge of the topic, not the difficulty of the topic. Great presentations have been given in the past on topics as simple as *How to Set a Table*, *Making Lemonade*, *How to Pot a Flower*, and *Making a First Aid Kit*. Choose a simple topic and be creative with it.

Let your child do the work. Remember that this is his/her project. Your child will feel more pride in a project that he has done himself, even though it may not be perfect.

You will find attached to this letter a list of broad topic areas from which your child may choose, steps to preparing a great presentation and steps for doing the posters.

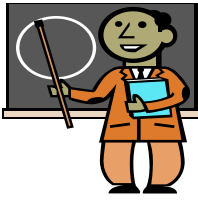
Thank you for your support of this project.

Sincerely,

Tyler Painter
4-H Extension Agent
Floyd Office

Penny Webster
4-H Program Associate

You will present your presentation in the classroom on March _____.



Revised by Tyler Painter, 4-H Agent
 Penny Webster, 4-H Assistant
 Original by Kathleen Jamison, PHD Curriculum Specialist

Why should you do a 4-H presentation?

Giving a 4-H presentation is a great way to share knowledge with others, learn new things, and have fun. By doing presentations, you will increase your self-confidence and ability to speak in front of a group, 4-H presentations can help you to:

- Organize the subject matter in a way that works well with the “how-to” approach
- Teach and help others learn new or improved methods.
- Develop poise and confidence in speaking in front of an audience.
- Prepare effective visuals.
- Learn about different topics.
- Practice communication skills.

Time Limit

All presentations should be between 3-5 minutes long. If presentations do not meet the minimum (3 minutes) or exceed the maximum (5 minutes) then points will be deducted.

4-H Presentations

Planning a 4-H presentation

4-H presentations require planning in advance. The planning can be as much fun as it is a learning experience. As you are planning your 4-H presentations, ask yourself these questions and plan to answer them in your presentation:

1. What will my 4-H presentation show?
2. Why would my audience want to know about it?

There are other questions you need ask yourself before you do your presentation. The answers to these questions will make your presentation more successful and more enjoyable for your audience:

1. For whom am I giving my presentation?
2. Where will I give the presentation?
3. What can I do to make the subject appealing?
4. What catchy title will I use to grab the audiences’ attention?

As you work on your 4-H presentation, you will find it helps a great deal to learn as much about your subject as you can, even if you think it is more information than you can use. This will give you the security that you are a lot more of an “expert” on your subject than is your audience. You can get information about your subject from your 4-H project book, your



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4-H leader, an encyclopedia, the library, the Web, or by a phone call or visit to someone who is knowledgeable about your topic.

Organizing your 4-H presentation

Even though you know your subject and can actually do the steps to show someone how to do it, you will need to think of a 4-H presentation in three parts:

1. **The introduction**-This is the interest getter. Make your audience feel that your subject is worth your time to present and worth their time to listen and watch. You may tell why you feel this skill or subject is important. Keep your introduction brief, and allow it to lead into the next part.
2. **Materials**-You will list everything you need to do this project so your audience knows what to get if they want to do it also.
3. **The Procedure or Steps**-this is the “action” part of your presentation. In the procedure, you will take the audience through the skill you are demonstrating one step at a time. As you do each step, tell what you are doing and why you are doing it. (If you have not completed a step, but have already finished talking about what you are doing and why, give extra information about the materials or equipment.)

Practice will help you fill the time with the right amount of material. Use your own words, and don't worry about

trying to shout over a loud engine or drill. It is all right to have a few seconds of silence, but do try to spread your information almost continuously throughout your presentation.

Concentrate on keeping your action part simple and neat. This will be the longest of the three parts of your 4-H presentation.

Some presentations, such as cooking presentations without cooking facilities or electricity outlets, could pose possible problems.



For this reason it is important to know what your location has and does not have available for your use. You may need to adjust your 4-H presentation. An example of a problem you can adjust to is making bread, which requires a lot more time than you would probably have. You could show the bread at different stages, which you would have prepared ahead of time, and use your presentation time to show proper kneading technique. You should even have a finished product waiting to bring out at the end to delight your audience.

4. **The Summary**-this is your last chance to sell your ideas and repeat your key points. The summary should be very brief. You would show your finished product and encourage your audience to use the information or method. You would make a closing statement, thanking the audience for their attention. Call for questions.



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Using Visual aids

Well prepared and properly used visual aids, will add a great deal to your 4-H presentation. They will help your audience learn faster, understand better, and remember the information longer. You may use visuals to introduce your subject, to give a recipe, or to sum up your main points. (*Your presentation MUST include posters*)

Poster Example:

<p style="text-align: center;">Title</p> <p>By: (your name) Age: (your age)</p> <p style="text-align: center;">Floyd County</p>	<p style="text-align: center;">Materials Needed:</p> <ol style="list-style-type: none">1.2.3. Etc.
<p style="text-align: center;">Procedure:</p> <p>(Show steps using pictures, words, charts, etc.)</p>	<p style="text-align: center;">Summary:</p> <p>(Review the main point of your presentation)</p>

Important points to remember about posters and poster use are:

1. Keep your visuals simpler and neat. (Limit the amount of material on each poster for each reading.)
2. Posters should be about 25x16 (1/2 a sheet of poster board) enough to be seen. PowerPoint slides can be made

into posters effectively. Simple white poster board works best. You can cut it in half and use both side of each 1/2, that way you can get one section on each side.

3. Use simple block letters. They are easier to read than script or fancy lettering.
4. Use larger letters (2 1/2" – 3") for the title and smaller (1"-2") for the other print.
5. Stick to two or three colors (too many colors can distract from your ideas).
6. Dark color letters on a light color background are easier to read than light color letters.
7. Plan your poster carefully (outline letters and figures first in pencil, then go over in ink or markers. PowerPoint slides can be used as format for posters using a plotter. Stickers work too.)
8. Use a ruler for straight lines.
9. Leave even margins on both sides.
10. Practice using your posters in your demonstration. Remember, a poster can be a useful tool.


Points for a good 4-H presentation

1. Practice! Nothing ensures success more than this important step. This is the time to see that all of your steps flow and that your timing is correct. When



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practicing, use all of the equipment and posters your “real” presentation will need.

2. Check your equipment. Get all your equipment together in advance and make sure it is all in working order. You may want to list all of your equipment and supplies on a card so you can make sure you have it all for your presentation
3. Sell yourself. Your audience is buying not only your 4-H presentation, but also you. Make it a neat package. Dress appropriately for the type of presentation you are doing. It’s all right and normal to be scared, but try to act like you’re not. Remember to get enough rest, stretch your shoulders, loosen your neck, and breathe deeply a few times.
4. Start with a smile.  There is nothing that will warm up an audience more taking a moment at the opening of your demonstration (after you set up) to step back, look across your audience, and smile. This will let them know that you are comfortable and that you are now beginning.
5. Keep your area neat. Use trays to keep your materials together. Clean your work areas as you go if possible. Use a towel or sponge kept nearby to wipe up any unexpected mess or spill. Clean up your area fully at the end of your presentation so the person following

you will have a clean area with which to start.

6. Be natural. Use your own words and speaking manner.
7. Be enthusiastic. People will want to learn more about your subject if you appear to like it your self by showing your enthusiasm through your voice and body language.
8. Keep going. If you do make a mistake, such as a forgotten word or thought, act confidently and keep your presentation going. Take a moment to get yourself on track if necessary, and continue with your topic.
9. Have samples. Especially in foods demonstrations, nothing speaks to the judges as well as a taste of what the person has prepared. Bring some small paper plates and plastic ware so the judges can sample your finished product. If you bring enough for the class your teacher will tell you when you can share. This is not required though.
10. Thank the audience. At the conclusion, a simple, sincere thank you tells the audience your presentation is over and that you appreciate their attention. Pause and smile again.



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Scoring the 4-H presentation

The 4-H member will be scored on many different factors concerning the 4-H presentation.

The grading factors are:

1. The 4-H Member (20 points). This includes appearance, voice, poise, and grammar.
2. The 4-H Presentation (35 points). This includes the introduction, method, verbal presentation, teaching aids, organization, audience view, and the summary.
3. The subject matter (45 points). This part includes: (1) the selection of the subject including the reason for the choice: Did it follow one basic theme? Is it practical? (2) Is the information accurate? Is it up to date? And (3) knowledge of the subject. Did the 4-H member understand the principles, information, and practices that he/she was explaining?

teach others about what you have learned. The confidence that you will gain as a result of choosing a topic, researching the subject, following the steps that lead to a logical conclusion, practicing your presentation, and finally, teaching the information through a 4-H presentation, will be valuable to you throughout your life. Helping others “to make the best better” actually helps you improve yourself.



In Conclusion

Congratulations! You are about to participate in a 4-H presentation and grow. You will find out more about a 4-H project, and you will



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