

Name _____

Public Presentation Planning Worksheet

I will do my presentation on:

Topic: _____

A good title for it would be:

Title: _____

INTRODUCTION

Includes: _____

BODY

Key Points you want to present:

SUMMARY

Review main points:

Any Questions?

Source : _____

Closing: _____

County Guidelines for 4-H Public Presentations

The purpose of this program is:

- A. To emphasize the importance of Communication Skills- building poise and self confidence as well as develop the ability to think and speak with ease in front of people.
- B. To provide the opportunity to gain insight by being at another level of evaluation, which will reassure you about the work you have done as well as help you improve your speaking abilities.
- C. To be exposed to and learn different techniques used by other speakers
- D. To provide an opportunity for higher level of competition beyond the county level.

The following types of presentations will be accepted for evaluation

- A. A **Public Speaking Presentation** is a formal speech to inform the audience; no visuals are used and this type has its own evaluation
- B. An **Illustrated Talk** is a speech with visual aids; knowledge is the end product. This shares an evaluation form with Demonstration Presentation
- C. A **Demonstration** shows the audience how to do something with the help of visual aids. There is an actual finished product. This uses the same evaluation form, as does the Illustrated Talk.
- D. A **Recitation** is the reading or acting out a written work. It will also has its own evaluation form with emphasis on assisting the audience to understand the meaning and feeling behind the work.

Competition advancement:

- A set percentage (determined by the district) of Outstanding County Junior and Senior Presenters will qualify for district presentations.
 - Junior presentors receiving an outstanding score at District Competition will receive an award trip.
 - Senior presentors receiving an outstanding score at District competition may qualify to advance to the state level of competition. State completion is held in conjunction with State Fair

Basic Guidelines

1. Presentations should be a minimum of five minutes and a maximum of 15 minutes
2. Note cards should be used appropriately. They are to be used as an outline of for specific factual information. They are not to be read or depended upon. They should not interrupt the flow of the presentation. If you have memorized the presentation or can follow along with your posters, you do not have to have note cards.
3. Presentors will have to supply all their own materials. Tables will be available.
4. Presentors should be well groomed. If your attire is an integral part of your presentation, then you should mention your dress in your opening introduction. No faded, or torn jeans and slogan t-shirts, please.
5. Do not use containers showing brand names, a separate container may be used or just covering the name is sufficient.
6. The source of your information must be given. If you included it during the introduction and the body of the presentation, it needs to be restated at the conclusion of the presentation. If you used the internet, you need to share the website. To say to Internet, would be similar to saying the Library. We would want to know what book or what website source.
7. Presentors with handicaps, special limitations or challenges are encouraged to inform the evaluator so they can appreciate the effort that was needed for completion of this task.
8. SMILE! Judges are really nice people and they understand how you feel. They are there to help you, not criticize you.

For more details and sample presentations please visit:

<http://nys4h.cce.cornell.edu/program/events/publicpresentations.php>

For specific equine presentation rules please visit:

<http://www.ansci.cornell.edu/4H/horses/rulebook/edevents/index.html>