

# 4-H Presentation Planning

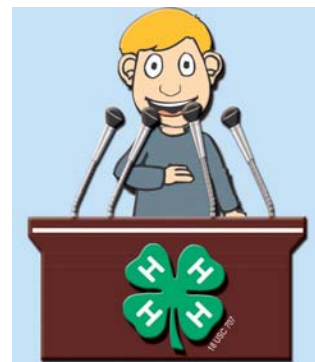
Presentation Topic/Title: \_\_\_\_\_

## Introduction

Use one of these techniques to get the audience's attention and let them know what the speech is going to be about:

- A short story or example
- A statistic or interesting fact
- A quotation or familiar saying
- A question for the audience
- A familiar experience or situation

Then, reveal the topic of the speech by saying, *"Today, I will tell you about..."*



## Body

Detail the process (steps) or main points about your topic. If you are doing a demonstration, the body should include the supplies/ingredients, action steps and results. If you are doing a speech or illustrated talk, the body should include three main points about your topic.

1.

2.

3.

## Conclusion

After reviewing the body of your presentation, use one of these techniques to remind people about the important things about your topic and tie it all together. Don't forget to ask for questions at the end.

- Use a final story or example.
- A quotation or verse that fits the topic.
- Suggest something for the audience to do.