

Public Speaking and Demonstration Helpful Tips

Developing a 4-H Prepared Oral Presentation:

- ◆ Select a Topic – should fit your interests, experience or knowledge, seem exciting and challenging.
- ◆ Gather Information – through books, newspapers, magazines, publications and resource people.
- ◆ Organize the Presentation – formulate a plan, list the steps in logical order, outline main thoughts.
- ◆ Prepare the Presentation – introduction (15%), body (70%), and summary(15%).
- ◆ Choose a Title –
 - * Introduction – capture the audience - make it interesting.
 - * Body – show the steps in the presentation and provides all the subject matter.
 - * Summary – the last chance to tell the audience your main points; be brief.
 - * Questions – ask if there are any questions and be prepared to answer questions. If you don't know the answer, tell them so - that is OK.
- ◆ Practice for Success – become familiar with the subject matter to present it effectively and smoothly.
- ◆ What to Wear - choose clothing appropriate to the job being done. If you are cleaning a carburetor, wear cover-alls, if preparing food, wear an apron. Be certain it is neat and clean. Avoid wearing flashy clothes that will distract the attention from the presentation.

Charts and Posters:

✓ They are visual keys, which reinforce to the audience what is being said. Each demonstration or illustrated talk should have at least a title poster.

Lettering - The size of lettering depends upon the distance of the readers and how much information you want to include on the poster or chart. Lower case letters are easier to read than capitals.

Viewing Distance	Size of lettering
8 feet	¼ inch
16 feet	½ inch
32 feet	1 inch
64 feet	2 inches

HELPFUL HINTS

DO:

- ☺ Use good posture.
- ☺ Speak slowly and clearly.
- ☺ Speak loudly enough for everyone in the audience to hear.
- ☺ Look at the audience.
- ☺ Refer to personal experience to add interest to the information.
- ☺ Be certain everyone can see all the steps of the presentation.
- ☺ SMILE

DON'T:

- ☹ Talk down to the table or towards the charts or posters.
- ☹ Shift from one foot to the other.
- ☹ Put hands in pockets.
- ☹ Become upset if something goes wrong – work around it the best way possible.
- ☹ Depend on notes (occasional glances are OK).
- ☹ Advertise a particular brand name or product.
- ☹ Chew gum.
- ☹ Allow dead air time.
- ☹ Thank the audience – they should thank you, the speaker..

Want more information—get circular 5238 or 5239 from the County Extension Office.