

How Do I Give a 4-H Presentation?

**A Quick and Easy Guide to Presentation Night
and Presenting in General**



Picking a Subject

THE SUBJECT OF YOUR PRESENTATION SHOULD BE SOMETHING YOU'RE INTERESTED IN, OR PASSIONATE ABOUT

- ❑ When you're interested in a specific topic, or excited to learn about it, it's much easier to talk about!
- ❑ Your audience can tell when you care about your topic
- ❑ Enjoying what you're talking about can help ease nervousness, and help you stay focused
- ❑ You can make your presentation club-specific, or just do your own thing!

THE SUBJECT OF YOUR PRESENTATION SHOULD BE SOMETHING YOU CAN TALK ABOUT

- ❑ You want a topic you can talk about for more than a minute
- ❑ It should be a topic you know a lot about, or that you want to learn more about
- ❑ Pretend you're talking to a friend about your subject. Can you keep the conversation going for five minutes?
- ❑ A lot of 4-Hers present on topics that involve a process, or set of steps, like making a craft or cooking a meal

*EXAMPLES OF
PRESENTATION
TOPICS CAN
INCLUDE...*

- Grooming a pet
- Your favorite book or author
- Your favorite dessert
- A fun experience, trip, or vacation
- Playing an instrument
- Volunteer service
- History, mythology, or science topics
- An experiment
- Your favorite TV show, movie, or musician
- Art
- A poem or story you've written
- And more!

THE SUBJECT OF YOUR PRESENTATION SHOULD BE SOMETHING YOU FEEL COMFORTABLE TALKING ABOUT

- ❑ While building public speaking skills is a big part of Presentation Night, your comfort is still the biggest priority
- ❑ It should be a topic you feel okay sharing with an audience or group of people
- ❑ If your topic makes you feel a strong way, think about how that may play out in your presentation
- ❑ Presenting and public speaking can be scary, so we want you to feel as confident and comfortable as possible

Talking about Your Topic

PRESENTATION NIGHT HONES YOUR PUBLIC SPEAKING SKILLS AND ABILITY TO PRESENT ON A SUBJECT

- ❑ You are trying to persuade your audience to see the topic from your perspective, or trying to teach them what you've learned about the topic
- ❑ When talking about your topic, imagine that your audience hasn't heard a lot about it before. How would you describe it? How would you introduce it? What parts would you take more time to explain?
- ❑ Plan out how you will talk about your subject. Does it have a long history that needs to be mentioned? Do you need to explain other terms before your topic for it to make sense? Is there a clear set of steps in your topic that needs to be listed?
- ❑ Your presentation can be between 3 to 15 minutes, so brainstorm on how to say all you want to about your topic in that amount of time

FORMATTING YOUR PRESENTATION

❑ INTRODUCTION

- ❑ Introduce yourself and your topic
- ❑ Why did you choose this topic, and what can the audience learn about it from your presentation?

❑ BODY / “SHOW AND TELL”

- ❑ If you’re doing a dance or martial arts routine, cooking a treat, giving a speech, reading a story, doing a demonstration or experiment, now’s the time!
- ❑ If you’re explaining a topic to your audience, here’s where you lay out all your knowledge!
- ❑ Make sure to have all your supplies, electronics, poster-boards, or props ready
- ❑ Check to make sure your audience is with you while you move through your ‘show and tell’

❑ SUMMARY

- ❑ This is your wrap up! Make clear your message and ask if the audience has questions!

-TALKING- ABOUT YOUR TOPIC

- ❑ While you want to be comfortable talking about your topic, remember that this is a formal presentation
- ❑ You want to avoid language that may be perceived as offensive or inappropriate, or that doesn't fit in a formal discussion
- ❑ Try to avoid "I think," "it might," "it could be" phrases when discussing your topic. You're confident about your subject, show that!

Example:

I think that Friskies are the best cat treat brand. (✗)

From my experience and research as a cat owner, Friskies is the best cat treat brand. (✓)

- ❑ Answer the audience's questions as best you can! Don't be embarrassed if you don't have an answer or exact answer, tell them you'll look into it and let them know!

Body Language in Your Presentation

NEVERMIND TALKING, HOW DO I MOVE DURING A PRESENTATION?

- ❑ It depends on what you're presenting on!
- ❑ If you're presenting on a subject where you'll be talking to the audience for a while, make sure you're standing comfortably
- ❑ If taking a step or two would make you feel more comfortable while presenting, just make sure you're not moving too far and are still facing your audience
- ❑ Not sure what to do with your hands? Gesture to your poster-board or materials while talking, so you can channel nervous energy while helping your audience understand!

EYE CONTACT IS IMPORTANT IN A PRESENTATION

- ❑ Eye contact is good for getting your point across in a conversation
- ❑ You want your audience to know that you're talking to them, and want them to feel included in what you've learned
- ❑ Keeping eye contact with individual people can be intimidating, so just try to look at the audience as a whole
- ❑ It's okay to look at your presentation materials while presenting! Just try not to look at *only* them for the whole presentation
- ❑ Remember that every person in the room is there for you. They do not judge you or how you present your topic. They are excited to learn from you!

YOUR VOICE IS IMPORTANT TOO

- ❑ Your volume can help your audience understand your topic
- ❑ Make sure to speak as clear and loud as you can
(Not screaming, but not whispering!)
- ❑ Take your time while you speak. Try not to rush your words or pause too much between sentences. If you make a mistake, just keep going! Don't focus too hard on the tiny slip-ups, you're doing great

Presentation Materials

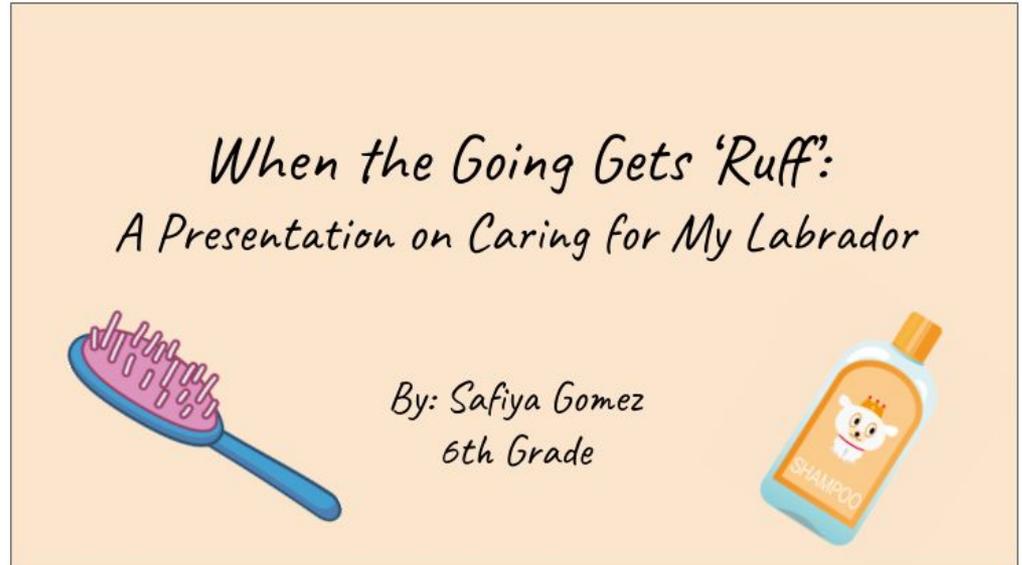
YOUR PRESENTATION MATERIALS SHOULD HELP YOU EXPLAIN/DEMONSTRATE YOUR TOPIC

- ❑ While your words are powerful tools in sending your message, having props or visual aids can help even more!
- ❑ Make sure your materials are relevant to what you're presenting on (Example: Legos for a Lego demonstration, cooking ingredients for a cooking demonstration, etc.)
- ❑ If you make a poster-board to help explain your point, make sure all the information and pictures on it can help you explain your topic
- ❑ Make sure you can clean up your materials easily after your presentation/ make sure you can work any technology you may use (Powerpoint, laptop, etc.)

Powerpoint Presentations Can Be Helpful Too!

- ❑ Like a big digital poster-board, powerpoints can help you flip between slides that will help your audience better understand your topic!
- ❑ Make sure your Powerpoint has an introduction slide, that will go with your introduction
- ❑ Try to keep colors and imagery related to your topic. While lots of decorations and pictures can be fun to look at, they can sometimes be distracting to your audience

Example



Make sure to thank your audience and...

YOU DID IT!

You've successfully given a 4-H presentation!

