

## PUBLIC SPEAKING GUIDELINES

**You may present and individual speech or demonstration or a group speech or demonstration.**

Age Divisions:	Juniors	9-11 years old
	Intermediate	12-14 years old
	Seniors	15-18 years old

- Only one entry per class
- Props  
Props may be used if they do not detract from the presentation and set up time is kept to a minimum
- Sign up for a time to present your speech as soon as you arrive
- Public speaking Exhibitors are judged on:
  - Appearance  
Should be neat
  - Preparedness  
Was sufficient practice done?
  - Poise  
Look at your audience  
Speak clearly  
Stand erect  
Smile!
  - Presentation  
Talk directly to your audience  
Make frequent eye contact  
Avoid stumbling over words  
Act and look like you are enjoying yourself  
Know your subject-Convince your audience that you are an expert in your topic being covered  
Keep notes available if this will help with the flow of your talk  
Goofs do happen-go right on with the demonstration – in some instances the audience never knows that there was an error. If necessary, explain what happened.
  - Content  
Your speech should consist of an introduction, body, and summary.  
Research your subject well so that you have sound information  
Personal experiences relating to the subject encourage believability  
Confine your speech to one main idea or theme  
Be concise with your information. DO NOT make your speech too lengthy or you will lose the audience's attention
  - Appropriateness of props

## 18 WAYS TO GET IDEAS FOR DEMONSTRATIONS

1. List ideas from project outlines.
2. List things you do at home and would like to show others.
3. List the things you learned on tour.
4. Think of a long demonstration, such as “how to make a Lamp”, or “How to make a Dress”. List the short demonstrations included in this long one.
5. List the important things going in your community.
6. List the community projects you or your club has carried out.
7. List the ideas as you read your project bulletin.
8. List the things you want to learn this year.
9. List the things that you feel you do very well and would like to teach other.
10. List the things that younger members should learn this year.
11. List the things research has found out about your project this year.
12. List the ways you help other members in your club learn.
13. List the ideas you see on T. V.
14. Ask professional people such as the school nurse, fireman, conservation officer, for ideas
15. List ideas from the daily newspaper.
16. Read a magazine related to your project; list ideas you gather.
17. As you listen to the radio farm and home report, list ideas that could be demonstrated.
18. Gather all possible information about your project. List ideas for demonstrations from this material.

## WHAT MAKES A GOOD DEMONSTRATION?

### I. INTRODUCTION

A friendly greeting

Introduction that

- catches attention
- arouses curiosity and interest
- is closely related to the subject

### II. KEY PROBLEMS AND THEIR HELPERS

a. Plan steps carefully with key point outline

Key Problems are the “sore spots” a demonstrator will find troublesome or hard to do.

Key Helpers are “what you do” to make a method clear.

*Find two or three for each Key Point Problem.*

b. Surprise your Audience with something new (a fact, or method).

c. Tell what you are going to do.

Show what you are going to do

Do it! Make a summary statement after each key point

### III. CONCLUSION

Make it snappy and to-the-point!

Review and summarize.

Identify your sources of information.

Distribute any “handout materials”

Ask for questions from audience.

Thank Audience.

## GOOD DEMONSTRATION HABITS

### I. PROPERTIES

a. Prepare a complete list of everything you will need to give your demonstration.

- i. Example: A food demonstration would include: trays for supplies and utensils, wax paper, apron, damp dishcloth, hand towel, ect.

b. Have everything needed collected together and ready.

### II. GETTING READY FOR YOUR DEMONSTRATION

a. Arrange all properties in order of use!

b. When needed start “time consuming portions of your demonstration a head of time.

- i. Example: Demonstrator making break will have one already baked loaf to show.

- c. Rehearse complete demonstration in front of mirror DO NOT HURRY- DO NOT DRAG. Seniors, age 14 and over, should complete their demonstrations in 10-15 minutes, and juniors should complete theirs in 5-7 minutes. This is counted from the time the stage is turned over to the demonstrator until the summary is completed.

### III. GIVING YOUR DEMONSTRATIONS

(After introducing yourself, giving your club and name)

- a. Be sure your audience can see everything
  - i. Example: Don't cover part of your demonstration with a chart.
- b. Be sure you audience can all hear you. Speak up loud and clear.
- c. Use charts, flannel boards, samples, anything that will help your audience understand more clearly.
- d. Use visuals at eye-level.
- e. Be sure charts are easy to read even at the back of the room
  - i. Only 1 fact per chart
  - ii. Use block letters 2" high
  - iii. Pictures add interest so do third dimension items.
- f. In using FLANNEL BOARDS – Remove any points not being discussed.
- g. Dress appropriately for your demonstration neatness and cleanliness should be a prime importance in demonstration dress.

### PURPOSE OF DEMONSTRATION AND ILLUSTRATED TALKS

The purposes of having 4-H members give demonstrations and illustrated talks are:

- A. Self development (poise, self-assurance, to self assurance, to speak well to organize).
- B. An opportunity to learn (helps to pinpoint basic facts and to explore supporting evidence).
- C. Acquaint others with 4-H
- D. Experience in working with people other than your own club group.