

HOW TO PRESENT A 4-H DEMONSTRATION

Member Guide

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Everyone who demonstrates is a winner. With each demonstration, 4-H members learn to speak more easily before groups. Ideas are relayed more easily because organization is a must in successful demonstrations. The demonstrator is more informed about the subject than before.

4-h demonstrators tell others about 4-H each time they present a demonstration.

A demonstration is putting words into action. An effective demonstration is the best way of teaching someone how to do something and at the same time explains the procedure of doing so. To show is worth a thousand words.

Age, skills, experience and the amount of time available to prepare and practice should be major considerations when trying to decide on the kind of demonstration. All 4-H members should consider demonstrations as a part of the projects that they choose. Demonstration subjects should be interesting, worthwhile, and ones that are needed in the community.

YOU ARE ON

Most people remember what they see rather than what they hear, so the way you present your demonstration is very important.

It takes a lot of practice to give an effective demonstration. Practice enables the 4-H member to know the subject and complete the demonstration effectively and without hurrying.

Poise and confidence are also important factors in a successful demonstration. An effective demonstration always begins with a smile. In addition:

1. Look at the audience
2. Stand erect.
3. Show enthusiasm for the subject.
4. Talk directly to the audience in a clear, conversational tone (not too soft and not too loud).
5. Goofs do happen-go right on with the demonstration and explain what happened.
6. Act and look like you enjoy the demonstration. Motivate the audience to want to go and do it.
7. Weave personal experience into the demonstration.
8. Keep notes available, but never read from them or rely on them too heavily.

INDIVIDUAL AND TEAM DEMONSTRATIONS

Demonstrations can be given individually or teamed with others. Either way has its own merits. When trying to decide, ask yourself, "Can I best do this myself or with someone else?"

Individual demonstrations are more flexible and fitted to the topic and circumstances. Planning and presenting the individual demonstration is fairly simple and less time consuming.

Team demonstrations are a good way to learn team planning and cooperation. They are, however, more difficult to prepare, practice and give than the individual effort. Never the less, team demonstrations have the advantage of allowing each team member to give a portion of the total demonstration and at the same time of giving the viewing audience a change of voices and personalities.

Teamwork is encouraged throughout the demonstration. Shifting the presentation from one team member to another should occur at natural intervals. A team demonstration should allow all team members to share the answers.

GETTING READY TO DEMONSTRATE

Preliminaries

Know your subject. Even though it is impossible to show and tell everything that there is to know about a subject, questions from the viewer of your demonstration might require more than your demonstration suggested.

One main idea or theme should dominate your demonstration. You should choose or confine the demonstration to something that can be demonstrated. Take into account the physical facilities that are needed and available when choosing your subject.

The title of the demonstration should suggest or give a hint as to what the demonstration is about. Be creative when giving your demonstration a title. For example, if you are going to do a demonstration on eye makeup you might title your demos "The Eyes Have It" as opposed to "Applying Eye Makeup."

SHAPING THE DEMO

For your demonstration you should prepare a written outline of the parts of your presentation. There are three main parts to include: introduction—the “why” of it; body—the “show and tell” portion and summary—the “what” of it.

Introduction. This should be brief, original and a follow-up of the title. Tell why the topic was selected and make your audiences feel that the subject is important. Be sure to introduce yourself if that has not already been done by the MC.

Body. Ask yourself the following questions when you start preparing the show and tell portion of your demonstration.

1. What are the steps that are necessary to carry out the demonstration?
2. What is the logical order of things that I should do in the demonstration?
3. What should I say to explain the order of events?
4. What materials do I need to do the demonstration?
5. Can I use posters or other visual aids to illustrate the demonstration and stress the main points in a clear and effective way?

The body of the demonstration should show and explain the necessary steps in the process. Develop the central idea as each step is demonstrated. Tell what is being done and why you are using a particular method. For example, imagine you are giving a demonstration on how to make a blouse using a very thin fabric such as voile and you are using French seams. The reason for the stitching, you explain is that French seams enclose the raw edges and will make the garment more pleasing to the eye because the fabric is seeing through.

Explanation should be designed to fill the action time. In addition, they should be given in the demonstrator's own words. (Memorizing material is not recommended.) However, since demonstrations are somewhat formal personalizing the explanations should be avoided. Instead of saying,

“You should use French seams...” It is better to say, “French seams are best, because...” Also, be sure to speak in complete sentences throughout your explanations.

Equipment used should be proper for the job at hand. Skill in operation should be shown all through the process. Work for simplicity and attractiveness keep housekeeping to a minimum. Build to a climax.

Since some demonstrations pose special problems (such as long intervals between steps), it is recommended to have the item or product available at various stages of development. An example would

be dinner rolls at the preparation and completed stages.

Summary. This is the last chance to put the message across. Confine the summary to points of the demonstration that the audience should remember and ways that the topic can be valuable to them. Never introduce new material in the summary.

Be prepared to answer questions. The audience may have missed some point or a step of the demonstration and other might really want to test the demonstrator's knowledge. When a question is asked, let the entire audience know what the question was by repeating it or incorporating it in the answer.

Questions might be asked that you cannot answer. This is not a time to worry. Simply say you don't know the answer. Unless the demonstration is a contest, it is all right to ask the audience for help with the answers.

Finally, when there are no more questions, thank the audience to help with answers. Finally when there are no more questions thank the audience and invite them to sample and/or inspect the finished product. A good gesture is to have copies of the recipes or some sort of handout available for them.

PRACTICE HINTS

When you have prepared your demonstration, follow these guidelines to add polish to your presentation.

Setting up

- Arrange equipment and supplies so that they do not block the audience's view.
- Place extra equipment on a second table away from the demonstration table.
- Use trays to group your supplies and equipment. (it is easier to move a group of material that is placed on trays and makes for neater appearance.)
- When possible, use transparent equipment (such as glass bowls) so the audience sees the material and the process.
- Label containers for the audience to see.
- Keep a hand towel or paper towels handy if needed. Also a paper bag taped or tacked to the table or working area serves as a handy disposable container.

a title and develop them through the beginning, middle and end of your presentation. Add some polish with aids and you will end up a winner.

What to Wear

- Choose clothing suitable for the occasion. For example, wear a simple washable shirt and trousers, or dress and apron for foods demonstrations. Team members might want to dress alike
- Make sure clothing is clean, neat, and well pressed.
- Be sure that your hands and fingernails are clean and well kept. Keep jewelry to a minimum. Avoid excessive makeup. First impressions are important
- Keep your clothing simple and practical so that your audience is attracted to your *demonstration*.

Visuals

Posters, charts, flannelboard, ect should be used if they seem to make the demonstration more effective. Good, simple and well-prepared visuals help the audience to learn faster, understand better and remember longer. Visuals may be used in several ways: to introduce the demonstration, to present the main points and to give the summary

When using visuals, keep these points in mind:

- Keep them simple. Use large lettering so that the person in the back of the room can read them.
- Remove the posters as soon as the point intended has been made.
- Blend the posters in with the demonstration.

Showmanship

- Slant the table toward the audience.
- Make a slant board.
- Use mirrors held over the finished product
- Use racks for displaying garments on hangers
- Make and use name tags that give the title of your demonstration. Display them throughout the demonstration.
- Use trays to display the finished product on attractive dishes, ect.
- Use numbers on the backs of posters for easy identification when using several charts of identical size and colors.
- For artistic titles for your demonstration refer to your project materials.

Keep these guidelines in mind as you prepare your demonstration. Select a topic, a theme, and