



4-H Presentation Pointers

- Plan your presentation in 3 parts:**
- **Introduction**
 - **Body**
 - **Conclusion (or Summary)**

Introduction:

- Tell briefly what you are going to do and why you chose your topic.
- Capture the attention of your audience by involving them. For example:
 - Use a short “quiz” written on a piece of paper or a poster
 - Ask a question and list answers from the audience on a poster board
 - If more than one person, try a short “dialogue” about your topic

Body:

- Accomplish the goal or purpose of your presentation.
- Pick two or three basic points and plan your outline around these points.
- Give the details of doing it, showing it, and telling about it.
- If you’re showing a process, show all the steps in the process so the audience understands the complete process.

Conclusion:

- Repeat the two or three main points of your presentation.
- Challenge your audience to follow your suggestions.
- Ask for questions and answer them. If you don’t know the answer, say that you don’t, but you’ll try to find the information.
- Thank your audience for their attention.
- After the questions, end with:
 - A clever idea
 - A paper to take home for future reference
 - Samples to show your audience
 - A smile

Other Presentation Pointers:

- Be neat. Consider using trays to organize your props or items needed for each step.
- Clean up your mess as you go.
- Have good posture.
- Unless you’re making a point, keep your hands by your sides.
- Use posters to “show” or highlight the main points. Make sure your poster can be easily read from the distance where the audience will be seated.
- Use a “presentation voice”. It usually works best to speak a little more slowly and louder than you would in normal conversations.
- Look at your audience. Good eye contact helps get your message across.