**Tips for 4-H Educational Presentations**

1. **Topic**- Choose a topic that will interest you. Be sure it is something that you will like doing research about and something you can be enthusiastic about.

2. **Outline**- Develop an outline having an introduction, body, and summary. This will help you organize your research and your thoughts into the three main parts of a presentation.

3. **One Center of Interest**- Have only one center of interest at a time. If it is a team presentation, the member not talking should quietly stand by or assist. Have only the poster showing that is related to the talking. (That makes for another center of interest.)

4. **Avoid Long Pauses in Your Presentation**- Know some extra information that could be used for “filler” if the activity you are doing takes additional time and you need to “talk” to the audience.

5. **Look at Your Audience**- This may be very difficult but it helps to get your message across.

6. **Use Trays for Equipment**- Be organized with your supplies.

7. **Be Neat**- Be neat and clean. Wear appropriate clothing that goes along with your subject. (If you are cooking, aprons-if you are exercising, warm-up clothes, etc.)

8. **Posters**- Posters are good to use if they are neat, colorful, easy to see, and not too crowded. Make sure that the poster that is currently “on display” goes with what you are talking about at the present time. See separate handout on posters or extra suggestions.

9. **Involve the Audience**- Get the audience involved by passing out samples, recipes, information sheets, questions, etc.

10. **Note Cards**- All groups may use them if needed. A general outline is most helpful. Don’t try to memorize your talk word for word. Just know the general order you want to tell your information.

11. **Use Motions that are Large**- The audience will be quite a distance from you, so use exaggerated motions. If you have clear glass bowls, use them so that the audience can “see into the bowl.”

12. **Allow Time for Questions**- Allow time for questions from the audience. Restate the question so that everyone can hear what was asked when you give the answer. If you don’t know the answer, say so, rather than try to “bluff” your way.

13. **Finish**- When you have answered all the questions asked, then complete your presentation by saying, “This completes my presentation, thank you,” or something similar so your audience will know you are finished.

14. **Practice a Number of Times**- Practicing helps! Give it for your friends at 4-H, your family and neighbors. Let them make suggestions on how you can improve and tell your story better.

15. **HAVE FUN!!**- Above all, have fun giving your presentation. It will be a bright spot in your 4-H activities. And, it will help you all through life when you have to get up and talk before an audience.
4-H PRESENTATION POINTERS

Plan your presentation in three parts: INTRODUCTION, BODY, AND CONCLUSION

*INTRODUCTION*
Tell the audience what you will tell them.

In the introduction, get the audience’s attention and give a brief explanation of the presentation topic.

To capture the audience’s attention, try one of these ideas related to your topic:
- Present a short skit or use a pantomime.
- Ask a question. Consider listing the answers from the audience on a big piece of paper.
- Wear a costume or mask.
- Play a section from a video or audiotape.
- Use a puppet.

*BODY*
Tell the audience.

The body is the main part of the presentation. This section includes what you want people to do or learn.

Pointers for the body:
- Pick two or three basic points and plan your outline around these points.
- If you’re showing how to do something, the audience must know:
  - WHAT is being explained
  - HOW it is being done, and
  - WHY it is being done.
    If a process, show all the steps so the audience gets the complete picture.
- If you use posters, make them:
  Simple – Put one or two basic points on each poster.
  Colorful – Use color for emphasis.
  Organized – Make your points easy to read and follow.
  Readable – Use a broad tip market so letters are easy to read.
  Educational – Only use a poster when it helps explain a point more clearly.

*CONCLUSION*
Tell the audience what you told them.

- Review the two or three main points of the presentation.
- Encourage your audience to try your ideas; review the goal of your presentation.
- Ask for questions. Repeat the question or work the question into your answer.
  If you don’t know the answer, say so.
- After the questions, end your presentation with:
  ★ Thank you.
  ★ A paper to take home for reference.
  ★ Samples to show your audience.
  ★ A smile.