

## 4-H DAY TIPS

### TIPS ON TALKING

Look at audience. This is a "must" in keeping attention.

Talk loud enough to be easily heard. Practice projecting voice so that people on the back row can hear you.

If using an electric appliance -- talk louder while using equipment.

Show interest and enthusiasm in what you're doing.

Be friendly -- SMILE!!

Don't talk too fast, talk so that everyone can understand what you're saying. This may be the tenth time you've given the demonstration, but for most of the audience, it's their first time to hear it.

Avoid using personal pronouns when telling how to do a process. Instead of saying your flour, say "the."

### IMPORTANT PARTS

#### **\*Introduction**

Opportunity to gain attention.

Opening should be short, original, and attention getting. Can be done in a variety of ways including unusual statement, challenge, question -- to name a few.

Then after the attention getter, the member can introduce thyself.

Then the introduction should quickly lead into the body telling what is going to be done. Important to keep the audience interested.

#### **\*Body**

Main part of the presentation.

*Telling and showing* how the job is done -- showing step by step and at the same time telling (giving information) about the process. This is the time to give more information (subject matter) about the topic. Example -- while making pizza -- information could be given about nutritional value, history, cost, calories, etc.

Subject matter -- Make sure information is accurate and complete. Be selective in choice of resources.

Members should give specific information such as "Oranges provide Vitamin C" -- instead of saying "Oranges are nutritional."

Should be suitable to age and ability of member.

#### **\*Summary**

A good summary will "tie" the presentation together.

It is short, concise, and pertinent. It is NOT a re-listing of steps, but highlighting a few ideas you want your audience to remember.

This is done by appealing to values and interest of the audience such as saving money, time, or energy.

A chart will help point out these benefits.

If a demonstration -- a well planned display of the finished product is an excellent way to "sell" your demonstration -- giving the audience incentive to go home and try it. (Table should be cleared before product is displayed.)

#### **\*Questions**

Following the summary -- ask for questions.

Use variety in answering questions such as "I have been asked how" , "The question is", etc.

Purpose in restating the question is so that all can hear what it is. Do not answer just "yes" or "no". Answer with a complete sentence.

### **\*Closing**

After the questions have been asked, take advantage to make a final selling point for getting the audience to go home and try the skill. Use a closing statement -- preferably one that ties in with the introduction to encourage action.

This prevents the awkward time at the end of the demonstration if there is a definite closing.

### **Showmanship Techniques - If giving a demonstration**

A slanted table -- (by raising back legs of table with blocks) OR a slanted working surface -- putting a block or book behind a large bread board is an effective technique to show processes such as shaping rolls, making fancy napkin folds, and showing how to do craft projects.

Table covering -- should be clean and pressed. Put on table so that it hangs evenly.

Use of trays will help organize supplies and make for a smoother presentation. Tray cards -- help in arranging supplies for each tray.

Place trays on supply table. Put on front table when you're ready to use supplies. When through, return tray to supply table.

Towel, etc., to cover trays, particularly food.

Damp wash cloth to wipe hands for foods demonstration or when using glue, etc. for crafts.

Damp cloth to wipe up spills - food.

Mirror to show audience what you have done. (Takes practice.)

Racks for displaying garments.

### **Charts**

Should be neat and attractive.

Easily read.

Not crowded or cluttered with too many ideas.

Placed so that everyone can read them.

- \*serve as a guide to you
- \*add interest to the title, topic, and ideas presented
- \*focus and hold attention
- \*emphasize key points
- \*clarify a complicated process or procedure
- \*show comparisons
- \*summarize main thoughts

### **Appearance**

Member should be dressed appropriately and comfortable for the demonstration. Should be well groomed, hair neat, and combed.

May use jewelry but should not be distracting.

Foods - Apron, washable clothing, headband or device to keep hair in place.

Livestock -- might wear jeans or showmanship clothes.

Physical fitness -- might wear exercise outfit.

Good posture helps increase self confidence.

Stand on both feet instead of rocking back and forth or leaning on the table.

### **SPECIAL AWARDS -- PAWNEE COUNTY 4-H CLUB DAY**

Again this year the Pawnee County 4-H Foundation will be presenting two special awards for the top presentation in the demonstration -- illustrated talk division and the top presentation in the project talk -- public speaking division. They will receive trophies and radios. The trophies are provided by

funds that were contributed to the Jason and Brooke Meckfessel Memorial.

**MODEL MEETINGS** - The 4-H Council decided that club secretaries would only need to turn in their notes (not the finished minutes) and their up to date secretary's book.

**TALENT EVENTS** - At the Regional 4-H Day Planning meeting it was voted to allow 4-Hers from more than one club to enter together in the ensembles, dances, skits, etc. So keep that in mind for County 4-H Day. Friends from 2 different clubs could do something together.

**Project Talk vs. Demonstration vs. Illustrated Talk** - People often have questions about the various public speaking divisions at County 4-H Day. Hopefully the following definitions will help:

**Project Talk** - Quite simply it is a talk about a 4-H project. It can tell experiences in the project, give information relating to the project, or promote the project. This division is for 4-Hers who are 7 to 12 years of age.

**Public Speaking** - This division is intended to assist older, more experienced members to further develop confidence and skill in speaking before an audience. Members may speak on any topic. Visuals may be used. Note cards, in outline form should be provided for the judge.

**Demonstrations** - A demonstration is showing and telling how to do something. At the end of a demonstration the 4-Her should have a finished product.

**Illustrated Talk** - An illustrated talk is talking and telling how to do something by using pictures, charts, models, equipment, or other types of visual aids.

*We have pamphlets in the Extension Office that give further information on preparing talks and demonstrations.*

**Show and Tell** - First and second year members are eligible for this event. They should bring something they have made or done in 4-H and tell about it. The talk should be under 3 minutes. Note cards and posters are discouraged. The 4-Hers will receive a participation ribbon. This event can count toward achievement pins. The purpose is to give younger members an easy, positive experience in presenting a talk before a group. There is no event at Regional Club Day for Show and Tell.

**Extemporaneous Speaking** - This event is designed for older 4-Hers who don't have time to prepare a talk for 4-H Day but would like to participate. Ten minutes before their scheduled speaking time they will draw a topic relating to 4-H. They will then have 10 minutes to prepare a 3-5 minute talk on their topic. One note card can be used. The talk should include an introduction, body, and summary. This event will also count toward achievement pins. The 4-Hers will be judged and will receive blue, red, or white ribbons. There is a Regional 4-H Day competition in Extemporaneous Speaking. We can have 2 entries at Regional Club Day.

**Guidelines** - Below is a complete list of events, ages, and time limits. The 4-Her is determined by their age on January 1, 2003.

<u>Event</u>	<u>Participants</u>	<u>Maximum Time Limit</u>
<b>1. <u>Public Presentations</u></b>		
Project Talks	7-12 years	7 minutes
Jr. Demonstrations & Illustrated Talks	7-12 years	10 minutes
Sr. Demonstrations & Illustrated Talks	13 & older	15 minutes
Public Speaking (include copy of outline of speech to judge before speaking)	13 & older	15 minutes
Show and Tell	1st & 2nd year members	3 minutes
Extemporaneous Speaking	14 & older	5 minutes
<b>2. <u>Model Meeting</u></b>		
	Any number of 4-Hers 2 adults	35 minutes
<b>3. <u>Music</u> (All music numbers are to be memorized) ** <b>Original</b> copy of music should be given to judge before performing. Measures should be numbered.</b>		
*Chorus	16 or more members from one club or group from two or more clubs	2 numbers
**Vocal Ensemble	2-15 members	2 numbers
**Vocal Solo		1 number
Folk Music (vocal or instrumental)	Any number of members	1 number
Country & Western (vocal or instrumental)	Any number of members	1 number
**Band or Orchestra	16 or more members from one club or a group from two or more clubs	2 numbers
**Instrumental Ensemble	2-15 members	2 numbers
**Instrumental Solo		1 number
**Piano Solo		1 number
<b>4. <u>Dance</u></b>		
Square Dance	1-12 members	5 minutes
Folk Step Dance (Polka, Schottische, etc.)	1-12 members	5 minutes
Other Dance (Tap, Ballet, Modern, etc.)	1-12 members	5 minutes
<b>5. <u>Dramatics</u></b>		
One act play	Any number of members	45 minutes
Skit	Any number of members	10 minutes
Creative Dramatics	Any number of members	15 minutes
Reading	1 4-H member	5 minutes
<b>6. <u>Novelty or Stunt</u></b>		
Other than dramatics (Puppets, ventriloquist or similar numbers)	Any number of members	5 minutes