

# How to do My 4-H Presentation

## SPEECH

How long should my speech be? 5 minutes

I can speak about any topic in the Project Achievement Friends Book except **NO Food and NO Celebrities**

How do I pick a topic? Current Interest or School Project

The 3 parts of a speech are Introduction, Body, Conclusion

The Introduction (the first part of the speech) should be about 30 seconds long.

My Introduction needs to **include an interesting fact, my first & last name and the name of my topic.**

The body (the second part of the speech) should be about 4 minutes long.

The body of my speech needs to contain 3 to 5 parts. The parts are subtopics of my broad topic.

The conclusion (the third part of the speech) should be about 30 seconds long.

In the conclusion of the speech I need to **restate the parts of my speech & Say my closing statement**

I WILL NOT end my speech with **that's it/all, I'm done, Ok, thank you, asking for any questions,** or by just walking away.

## POSTERS

For the 4-H demonstration I have to use posters only, **no tri boards**

All of my posters have to be full size and they should all **stand the in the same direction (all horizontal or all vertical)**

I have to have a **title** poster (like the cover of a book) and **all words (72pt font or 2inches is a good size) & pictures** must be large enough to be seen from the **back** of the room.

I should transport my posters in a **trash bag** & I should **not** roll them.

## TIPS FOR SUCCESS

I should **practice** my speech **out loud** as much as possible. I will not forget my speech on the day I am giving it because I will write it on **note cards** to help me remember it, NOT notebook paper. I will **face the audience, be pleasant & speak up**

**I will number my notecards to make it easier to use them in case I need a hint during my speech**

While giving my speech I will look at my audience because I will **practice** enough to feel comfortable with saying it and **not reading** it to my audience.

**Student Name:** \_\_\_\_\_ **Student Topic:** \_\_\_\_\_

**Visual Aids: (1 point each with a possible total of 3 points)** \_\_\_\_\_

- Has a topic poster
- Posters are neat with large letting that is easy to read
- Posters are referred to during demonstration

**Delivery: (1 point each with a possible total of 4 points)** \_\_\_\_\_

- 4-H'er stands facing the audience
- 4-H'er looks at audience
- 4-H'er speaks loud enough for audience to hear
- 4-H'er speaks clearly enough for audience to understand

**Orderly Progress: (1 point each with a possible total of 3 points)** \_\_\_\_\_

- Speech has an interesting introduction
- 4-H'er transitions from one subtopic to the next easily
- Speech has a conclusion that summarizes information

**Accuracy of Information: (1 point each with a possible total of 4 points)** \_\_\_\_\_

- Facts are current
- Facts are accurate
- Facts are on topic
- Facts are given in age appropriate terms

**Coverage/Knowledge of Subject: (3 points each with a possible total of 12 points)** \_\_\_\_\_

- Speech is written in 4-H'ers own words
- Speech covers an appropriate amount of information
- 4-H'er is familiar and comfortable with information being presented
- 4-H'er has clearly practiced giving demonstration

**Time Limit: (1 points for each time threshold met with a possible total of 4 points)** \_\_\_\_\_

- Speech was at least 2 minutes long
- Speech was at least 4 minutes long
- Speech was 5 minutes long
- Speech did not go over 6 minutes long

**Total Score:** \_\_\_\_\_

**Overall Grade: 70 + Total Score =** \_\_\_\_\_

**Notes:**