

# 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, the end, 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 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 2 inches 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 possible total of 3 points)** \_\_\_\_\_

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

**Delivery: (1 point each with 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 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 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 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 point for each time threshold met with 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:**