



# 4-H Briefs

Fun ideas to help members and families explore 4-H projects

Oklahoma Cooperative Extension Service 4-H Youth Development

## Presentation Writing

### FOCUS:

*Communication-* exchange of thoughts, information, or messages between individuals; sending and receiving information using speech, writing, and gestures.

### LEARNER OBJECTIVE:

Writing the content of a presentation

### BACKGROUND:

A presentation is divided into three main parts: the introduction, the body, and the conclusion.

When writing your presentation, you should also consider who your audience is and where you will be presenting. Refer to the information at the beginning of this unit about the information you should consider about who you are presenting for and where you will be presenting.

### MATERIALS:

- Pencil
- Paper
- Computer

### PROCEDURE:

For this activity you will begin writing the content of your presentation. Use the outline that you completed in the activity on preparing your presentation as a guide for your writing. It is usually easier to begin writing the body of your presentation and then write the introduction and conclusion. Remember to consider your audience, as well as the amount of time you will have to present. What you say and how you say it will depend on your audience. Have fun writing!

### DISCOVERY:

1. Why should you consider your audience, where you will be presenting, and your presenting time when writing the content of your presentation?
2. What problems did you encounter in this activity? How did you solve them?
3. Compare and contrast writing a researched paper and writing the content of a presentation.

### PIECING IT TOGETHER:

Describe a time when you should have taken more time in writing a presentation.

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