



4-H Briefs

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

Oklahoma Cooperative Extension Service 4-H Youth Development

Presentation Outlining

FOCUS:

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

Speaking- talking or verbal communication; planning, organizing, and presenting a speech

LEARNER OBJECTIVE:

Organizing information for a presentation

BACKGROUND:

The information in a presentation is organized much the same as information in a paper. A presentation is organized into three parts- the introduction, the body, and the conclusion.

Much the same as for writing a paper, an outline will help you narrow your topic by eliminating unnecessary information. An outline also will help determine the order in which the information will be presented.

MATERIALS:

- Pencil
- Paper
- Computer (optional)

PROCEDURE:

Begin the process of preparing your presentation by making an outline, which can be helpful in organizing the information you will be presenting. Use the following outline guides to help you prepare your own outline.

- I. Introduction
 - A. Opening
(suggestions for an opening)
 1. personal anecdote (a story)
 2. statement of fact
 3. quote or poem
- II. Body (the "meat and potatoes" of your talk)
 - A. Point No. 1
 - B. Point No. 2
 - C. Point No. 3
- III. Conclusion
 - A. Brief Summary
 - B. Closing

DISCOVERY:

1. Why is it important to organize the information in a presentation?
2. How are the outlines for a presentation and for writing a paper similar? How are they different?
3. How can putting information in outline form help you organize your presentation?

PIECING IT TOGETHER:

- Can you think of a time that something you organized went very well?
- How do you see using your speaking skills in the future?

TRY THIS:

Once you have written your outline, go over it with a friend, member of your family, or your 4-H Club leader. Check your presentation for its order and correctness of information. Make any necessary changes and repeat the process.

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