



Speakeasy

A Presentation Field Day



Speakeasy

Developing a Presentation Field Day

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Speakeasy Development Team

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Art:

The baseball player and his frog sidekick were developed by staff at the University of Kentucky Cooperative Extension for the *You Present* publication.

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Before The Field Day

Make a collection of visual aids:

- Posters -- good and poor samples
- White poster strips (6" x 22") -- Write the word 'Read' using a different colored marker for each strip
- Colored poster strips (6" x 22") with colored lettering (optional)
- Costume hats (optional, but do add to the fun)
- Puppets (optional)
- Stuffed animals and/or animal models (A realistic toy animal and/or animal models)
- Slant board – a display board raised on one side with an egg carton

Recruit sample presentations:

These would be delivered by youth in grades 4-6. Team or individual presentations should be well-polished and use excellent visuals. Two or three presentations will enhance your field day.

Prepare:

- Slide presentation (included on CD)
- Participation certificates (optional)
- Name tags
- Numbers for tables
- News release
- Field day flyer

Volunteers (adult or teen) can:

- Set up refreshment table
- Help young teams plan their presentations
- Photograph each team as they present
- Make presentation kits
- Fill out participation certificates
- Staff a registration table

Supplies for Field Day

An easel

Lined flip chart paper (3 or 4 sheets per demonstration team)

Water based marking pens (because they wash off!) One set for every 5 participants. Do not bring any permanent marking pens!

Masking tape

Computer, projector, screen

Sample posters & visual aids

Sample attention getters (costumes, puppets, etc.)

Presentation kits for 4-Hers

Peanut butter sandwich kit

Name tags

Certificates of participation

Evaluations (optional)

Pencils

Index cards (3 x5)

Beverages, cups, napkins, spoons, bowls or large cups for sundaes

Ice cream sundae supplies

Extra lunch supplies (if you ask youth to bring a lunch)

Camera

Clean up supplies (dish soap, rags, dish towels, broom, dust pan, garbage bags)

Presentation Kits

Use this list as a starting point. You can change the suggestions in numerous ways to create new kits. You are limited only by your imagination.

Keep the presentation kits very simple so anyone can do them. If it is something unique, include simple instructions (i.e. egg decoration with sponges).

Put each kit in a bag or box with the "How to" title printed on the outside. The participants are supposed to think of more creative titles.

*How to Braid a Horse's Tail

- tail made from yarn (3' long) attached to ribbon or sash to tie around a model's waist
- rubber band
- pretty ribbon (to tie on tail)
- horse mane comb

How to Set a Table

- set of paper or plastic dishes, glass, cup and silverware
- tablecloth or placemat
- centerpiece (optional)

How to Make a Celery and Peanut Butter Snack

- 3" chunks of celery
- peanut butter
- raisins
- knife
- plate or tray for display

How to Care for Your Teeth

- tooth paste
- tooth brushes
- dental floss
- artificial fruit (optional)

How to Wear a Scarf

- several scarves
- scarf ring (optional)
- instructions (diagrams)

How to Dye Easter Eggs

- various methods and kits
- hard boiled eggs
- small bowls
- container for water

*How to Make an Ice Cream Sundae (kids love this one!)

- ice cream (access to freezer is necessary)
- topping(s)
- whipped cream
- cherry
- nuts
- glass dish or parfait glass
- spoons
- ice-cream scoop

How to Blow Bubbles (This is a good one to practice outside)

- soap bubbles
- assortment of bubble blowers

*How to Wrap a Present

- gift box
- enough wrapping paper to cover box
- scissors
- tape
- ribbon
- bows

*How to Feed and Care for Cats

- furry stuffed toy kitty
- grooming brush
- dry cat food sample
- water dish
- cat toys

*How to Tag a Cow or Pig's Ear

- cardboard cow/pig face with felt ears (pre-punch hole in ear)
- ear tags
- buttons
- punch tool

How to Tattoo a Pig's Ear

- pig ear of tag board
- fake ink (colored water)
- small brush
- tattooer

How to Sweep a Floor

- broom
- dust pan
- small handful of macaroni to sweep up

Teach the 4-H Pledge
4-H flag
words to pledge

*How to Frost Cookies
plain sugar or oatmeal cookies
frosting
variety of candy sprinkles, colored sugar, M & M's or chocolate chips
plate
2 plastic knives
paper towels

How to Make a Peanut Butter and Cracker Snack
graham or saltine crackers
peanut butter
plastic knives
plate
paper towels

*How to Make Hot Chocolate
small container of instant hot chocolate mix (directions on container say to use 4 heaping
teaspoons for 1 cup of water)
cups
spoons
electric tea kettle

*How to Make a Pencil Holder
cans
wrapping paper
yarn or ribbon
several pencils
scissors
glue or tape

How to Transplant a Plant
flower pot
potting soil (already moist)
a small plant
trowel
large plastic bag to work over
rags to clean up

Naming Animal Parts
4-H animal wall charts

How to Make Balloon Animals

need pictorial directions (sometimes comes with balloons)
package of long skinny balloons

How to Polish Shoes

pair of scuffed shoes
shoe polish
clean rags
brush (optional)

How to Make a Book Mark

scraps of card stock paper
scissors, pencils, hole punch, short pieces of ribbon or yarn, hole punch, stickers, marking pens

How to Decorate a Sun Visor

foam visor (from craft store)
foam stick-on letters and designs

*How to Make Play Doh People

small containers of Play Doh

How to Make Pipe Cleaner People

assortment of large, colored pipe cleaners

How to Fix Hair

hair brush, comb, variety of elastic bands, clips and hair accessories

*Kits most often selected by participants.

Peanut Butter Sandwich Kit

Pack in a box labeled: “How To Make a Peanut Butter Sandwich”

2 slices bread (in non-crushable container)

peanut butter in small, generic container

jam or jelly in small, generic container

knife

paper plate for display

Additional supplies:

slant board

apron

damp cloth in plastic bag (to wipe fingers and table)

towel

Games

***DIFFERENT--ALIKE**

Each person needs an index card, a pencil and a partner. One partner writes "Different" on the top of his card. The other partner writes "Alike" on his card. When the leader says "begin" partners talk to each other and find out how they are alike and different. One partner records the differences and the other partner records the likenesses. (For example: We have the same color of hair, the same number of brothers and like the same type of music. We are different heights, go to different classes, and one of us doesn't like pizza.)

Allow 2-3 minutes before calling "Time." Check to see if everyone has at least two things on their list. Ask for a volunteer to stand up and share in the following manner: Teammate #1 says "Hi, I'm _____ and this is my partner _____. We are alike because (reads off notecard.)" Teammate #2 says, "Hi, I'm _____ and this is my partner _____. We are different because (reads off notecard)." Continue around the circle with each team.

STRING TALK

Each member cuts a piece of string as long as he is tall (younger members could use arm length for measurement). Each member comes to the front of the room, establishes eye contact, smiles and wraps the piece of string around his index finger as he tells his name and talks about himself. When the string is completely around the finger, the speaker stops.

***SHOE 'N TELL**

Have everyone take off one shoe. Each participant will use his or her shoe as a puppet and tell "what it is like being the shoe that belongs to the person sharing."

PUPPET FRIEND

Pass out a puppet to each participant. I don't them give a choice of puppets. Have each participant think of a name for his puppet and a 'voice' the puppet will speak. Each participant introduces self and puppet. Puppet then greets the audience: "Hi, my name is Cindy and this is my friend, Charley. Say 'Good morning' to everyone Charley. 'Good morning.'"

***MAGIC BAG**

Collect a wide variety of common objects in a pillowcase or tote bag. (Examples: alarm clock, tooth pick, pair of socks, candy, apple, toys, tooth brush, etc.) It works best to have more objects than you have members of your group.

The first volunteer reaches in the "bag" and selects an object (no peeking allowed!) He stands up and tells everything he can about the chosen object, using about 15 seconds. Have participants keep selected object until end of game. The second volunteer then selects another object and gives his mini-speech and so on. I usually continue with volunteers and then encourage those who haven't taken a turn to give it a try.

EVERYONE WHO LIKES . . .

Use this activity as an energizer if needed. Group is arranged on chairs in a circle (one less chair than number of participants.) The leader stands in the center and calls out a topic such as "Everyone who likes to ride horses". Then everyone in the circle who does like to ride horses must change seats. The leader tries to get one of the seats. The last person up is the new leader and selects a new topic. It is easiest to get a seat with a topic that more people are apt to like. Sample likes:

Everyone who likes to run.

Everyone who likes chocolate chip cookies.

Everyone wearing the color purple.

***NOODLE DOODLE**

Stand in a circle. Leader shows object (object can be anything. I use a swim noodle cut in half). Leader says in a LOUD emphatic voice,

'This is NOT a noodle, it is an elephant.'

Leader passes noodle to next person who is instructed to say,

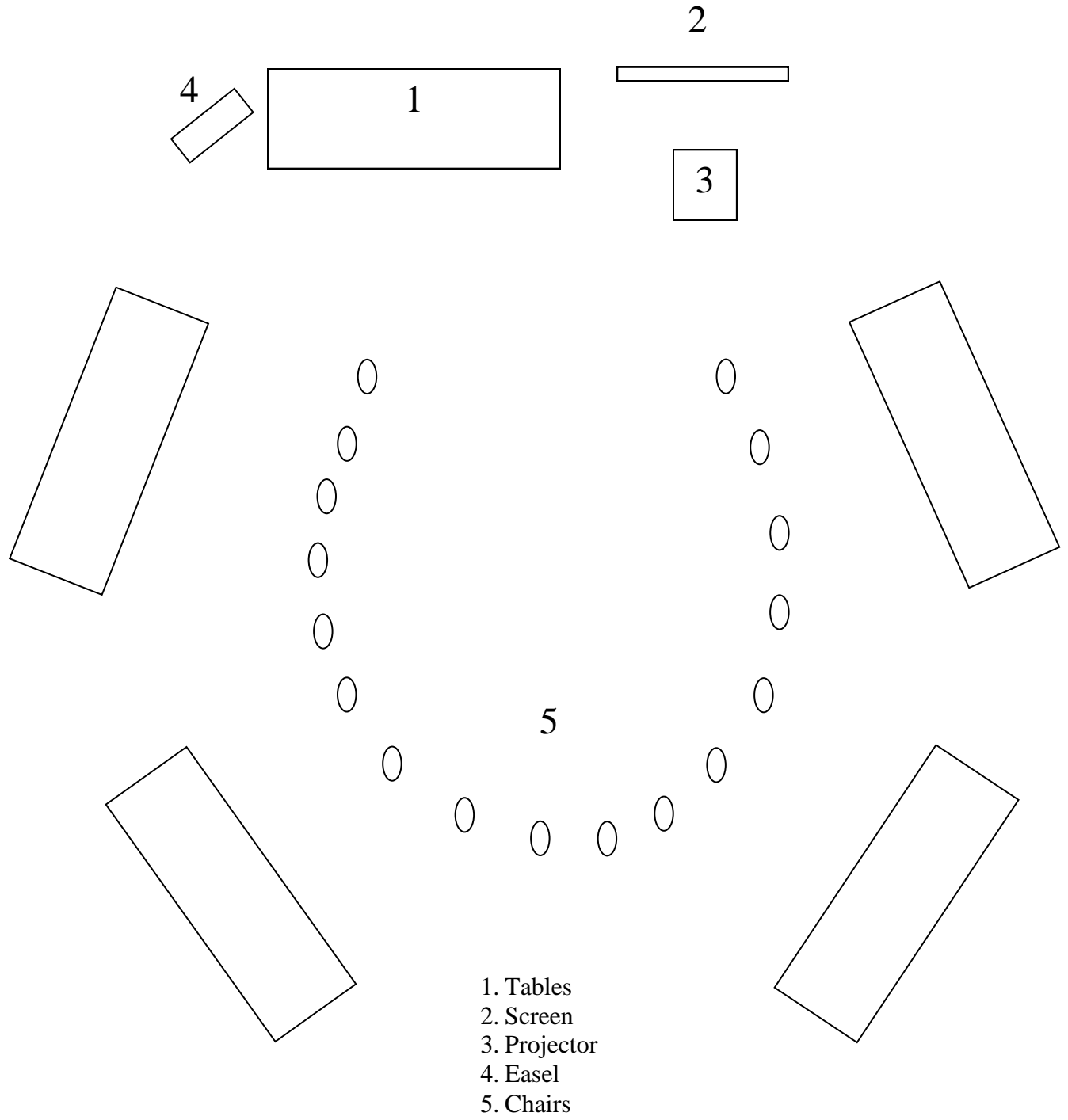
'This is NOT an elephant! It is a _____!'

As noodle passes around the circle, each person denies what the previous person said and claims it to be something else instead. Emphasize to participants to use a convincing voice.

Hint: Tell group it cannot be a person.

Do not overplay this game. Once around the circle is enough (twice at most, if your group is small).

Room Arrangement



Schedule

9:30 am to 3 pm

Speaking games	1 hour
Break	15 min
ABC's of Presentations	1 hour
Lunch	30 min
Presentation planning	1.5 hours
Round Robin	1 hour
Sundae party/wrap up	30 min



Let's Begin

DURING REGISTRATION

Greet people, speak to as many participants as you can. If you have musical talent, leading the group in camp songs would be an excellent warm-up activity.

WELCOME

Make sure everyone is seated in a large circle or double circle. Everyone who attends participates! Don't allow parents, leaders or agents to visit in the back of the room.

INTRODUCE YOURSELF

STAND UP--SIT DOWN

I need to get to know you a little more. When I ask a question, stand up if it applies to you.

How many of you are from _____ (town or county)? (Repeat with other towns, counties or schools.)

How many are enrolled in livestock projects? (Repeat with foods, computer, horse, etc.)

How many of you like to sing?

Who has given a presentation in front of a judge before?

Who has never given a presentation before?

You are in the right place!

DIRECTIONS

In a minute we'll divide into groups, but listen to my directions first. When you have a group, make a circle with chairs. Share your name, where you are from, and your favorite 4-H project. (You might want to list these three items on a flip chart or overhead.) If your total group is 20 or less, you can opt to stay in 1 group.

DIVIDE INTO GROUPS (if your group is larger than 20)

Your objective is groups of about 10-12 people. Divide by numbering off, color coded name tags, birthdays, or pass out different kinds of candy (the kids love this one, but it takes someone doing some quick calculations just as you start.) They will stay in these groups for the next activities.

INTRODUCTIONS

Pick someone to start in each group. Allow time to share names, where they are from or what grade they are in, and their favorite 4-H project.

PLAY SHOE N' TELL or PUPPET FRIEND (see Games)

PLAY NOODLE DOODLE - This game is loud and may not work for multiple groups (see Games)

PLAY ALIKE and DIFFERENT

Pick a partner from your group. Match up anyone without a partner, you may need to play yourself (see Games). After two minutes call "Time." Let everyone share answers in their group.

FAVORITE TOPIC

Turn your index card over and number from one to three. Number one: Write your name. Number two: (Fill in the blank) I really enjoy _____. Number three: Write one sentence about the topic you selected for number two. For example:

1. Cindy Osterlund
2. Books
3. One of my favorite books is *Anne of Green Gables*.

UP IN FRONT

Bring the whole group back to a circle or semi-circle.

We are going to take turns up in front of the room. Each person will say what is written on their card. Your job is to listen politely. I'll go first. (Give example.)

My name is Cindy Osterlund. I really enjoy reading. Anne of Green Gables is one of my favorite books.

Select a brave volunteer to follow you. Continue on around the circle with everyone taking a turn.

Congratulations, you have all just given a presentation!

Collect all cards and pencils.

MAGIC BAG

If the group is small (under 20) you will have time for this game. Omit Magic Bag if the group is large. It is an excellent speaking game to share with leaders. (See Games)

Move the audience so everyone can see the screen or this might be a good time for a short break.

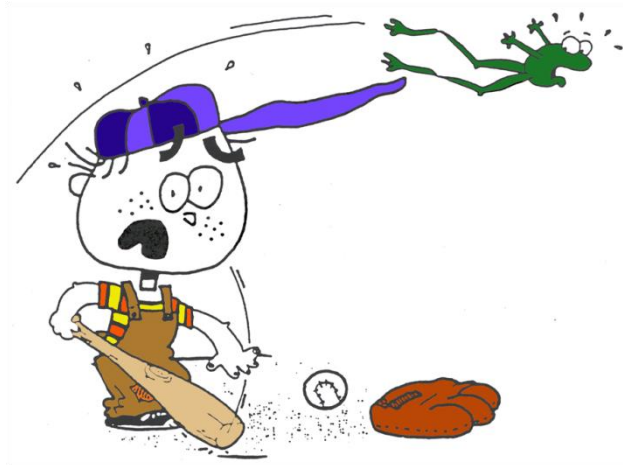
ABC's of Presentations

The script accompanying the slides is a guideline only, please change it so the words comfortably flow from you. I read the slide titles with the voice of the young boy.



WOULD YOU LIKE TO DO A PRESENTATION?

Maybe you might answer like this young ball player.



WOULD I LIKE TO DO A WHAT?

That's what this day is all about. We are going to learn how to give a presentation.



OK, TELL ME, JUST WHAT IS A PRESENTATION?

A presentation can be three things. It can be a speech you might do in class on Martin Luther King. A presentation can be an illustrated talk. An illustrated talk means you use posters, charts, slides or overheads to get your message across. A presentation can also be a demonstration where you actually show and tell your audience how to do something. For example: How to make a hot fudge sundae, how to use electric clippers to trim your horse or how to make a flower arrangement. I think demonstrations are the most fun and the easiest kind for beginners to learn. Today we'll be concentrating on demonstration type presentations.



SOUNDS LIKE I WOULD REALLY HAVE TO BE PREPARED!

It does take a little time, but it's one of the best learning experiences you can have. You really have to know your subject to be able to teach it to others. Here's your chance to be the "teacher".



BUT, CAN I HANDLE THIS ALONE?

You can do presentations alone or in teams. Today we will all be in teams of two or three people.

WATCH SAMPLE PRESENTATION (optional)

This should be a demonstration presented by a young member using excellent posters, visuals, and delivery style. This presentation should be short (under 10 minutes), very well polished, and look fun and easy.



OK, I'M CONVINCED . . . WHERE DO I START?

FIRST, SELECT A TOPIC

This is the most difficult part. Pick something you really like. Narrow the topic to only one or two main ideas.



JUST 3 MAIN PARTS – INTRODUCTION, BODY, CONCLUSION

INTRODUCTION--*This is the beginning of your presentation. You want something to get the attention of the audience and help you introduce your topic. Later you will introduce yourself.*

BODY--*This is the main part of the lesson. Your demonstration may have steps (first you do this, second you do this, etc.) or main points you want to emphasize.*

CONCLUSION OR SUMMARY--*This is the ending of your presentation and you want people to remember the information you just told them. Review the main points briefly or summarize the topic in several sentences.*

Darken screen (Hint: Use control b if using PowerPoint)

BODY--*I usually work on the body of a presentation first because it is the easiest. Once you decide your topic and narrow it down to just one or two specific ideas, the body of your demonstration is just putting the steps in logical order.*

LET'S TALK ABOUT 'ATTENTION GETTERS' –*When you plan your introduction, you need to plan an attention getter. This could be a question (“Are there monsters in your closet?” “Did you know that ‘dust bunnies’ multiply under unmade beds?”) You could read a poem, tell a story, play a few bars of music, do a puppet show or a role play.*

Costumes will always catch the audience’s attention. Have 3 or 4 volunteers come forward and model sample costumes. Ask the audience, “*What type of presentation would someone do dressed like this?*”

Show examples of presentation introductions using music, puppets, animals, mime and more!

CONCLUSION--*The conclusion is just as important as the introduction. You want your audience to remember what they learned from your presentation. A brief summary of key points or "how to" steps works well. You can show the finished product. You can pass out recipes or directions to what you made. You can end with a statement that ties in with your opening.*

Back to the slides:



DO I HAVE TO HAVE VISUAL AIDS AND EQUIPMENT?

Well-chosen visuals can make a big difference in the success of your presentation. You can use actual objects and animals. You can use overheads, slides, charts or posters. You can make large models of tiny things (a fishing fly is too small for the audience to see) or use smaller models of something very large – a horse, for example.



CAN I USE POSTERS?

Darken screen

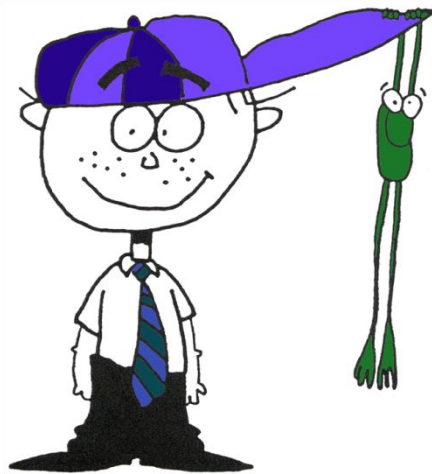
Posters can add a lot of visual interest. Poster board comes in many colors. Show examples. Your letters need to be large, dark and straight. Get help to draw lines if you need it. Stencils are still available to use, but printing words on a computer is faster. Capitals and small letters are easier to read than all caps. Show examples. The most common mistakes I see are too small of lettering on posters and the use of light colors on the lettering. Show examples of a variety of posters. Talk about differences in color, art technique and importance of short interesting titles.

Exercise on poster readability.

Pass out white poster strips to audience members. These members will stand on one side of the room. Remaining members will stand at the opposite wall. (If the room is small, move to a longer hallway.) As a group, ask the audience to arrange the posters from the most visible to the least visible. Pass poster strips to new volunteers and repeat the activity.

Discuss what color marking pens should not be used to make posters today.

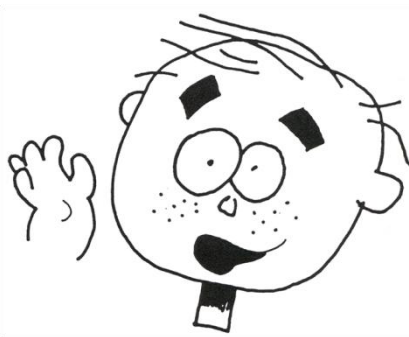
Darken screen and have everyone stand, stretch (do some fun get-the-wiggles-out moves) and have the audience move their chairs to the presentation table.



WHAT SHOULD I WEAR?

You want to look like an expert. You are presenting yourself, so you want to look nice. Take into consideration what type of presentation you are doing and who your audience will be (friends, adults, judges). Where are you giving your demonstration? (In your kitchen, at school, in a barnyard, in competition) What is the occasion? (Informal sharing of knowledge, classroom "show and tell", speaker for an adult audience, county or state 4-H contest.)

All of those factors should help you in deciding what to wear. It would not be practical to wear a three-piece suit or a party dress to give a demonstration in a barnyard. Also, you should not wear frayed jeans and a soiled top to compete in a formal contest. You may have a costume that is appropriate to wear. You may want to color coordinate with your visuals or your partner.



AND HOW SHOULD I PRESENT MYSELF

Start with a smile. Be enthusiastic and confident. Be well groomed. Tie your hair back if appropriate. Maintain good posture. Look at your audience. Speak slowly and distinctly. Get rid of the bad habits and mannerisms that distract such as: chewing gum, playing with your hair, rocking back and forth, wearing too much jewelry, jingling coins or keys, referring to your notes too often, and saying "um".



ME? PRACTICE? BUT, I ALREADY KNOW ALL THIS STUFF!

You've got it all together. The words are written, your posters and visuals are ready, now you need to PRACTICE. The more you practice, the better the end result will be.

Practice in front of your family, practice in front of a mirror, record yourself on a tape recorder or a video recorder and work on making your best better.

ARE YOU SURE THIS IS WORTH THE EFFORT?



YES! I believe public speaking is one of the most valuable life skills you can learn.

WATCH SAMPLE PRESENTATIONS (if available)

At this point I usually have two presentations by 4-H members ready to go. If you have recruited one that needs to be given outside or in a barn, view it first. The walk outside will be a nice break from sitting. Introduce how to ask and answer questions. Presenter should repeat the question or phrase the answer so everyone understands the question. If kids are very restless, play "If You Like" (see Games) for a change of pace.

QUIZ AUDIENCE

What did Susie do to get your attention? How did she conclude her presentation. How many words were in her title? What visuals did she use?

MAKE A PEANUT BUTTER SANDWICH

Move everyone to face a table with peanut butter kit on it (I use a slant board so the audience can see the sandwich better. Have an easel and marking pens ready for brainstorming). This exercise is to show youth the steps they will do to plan their team presentation.

This box says “How To Make a Peanut Butter Sandwich.” Show contents of kit. Together, we are going to create a presentation using these props. Where should we start? Using a flip chart and kids’ suggestions, create the body, introduction, conclusion and brainstorm a catchy title. Then select a title, one of the better introductions mentioned, the list of steps you’ve created and the conclusion – go ahead and do the entire presentation. Remember to ask for questions. Teach the participants to repeat the question or rephrase the question in the answer.

Hint: Draw large rectangles on your flip chart. Write 1 step in each rectangle. When the kids do it, they should write each step on a different 3x5 card.

This was a simple idea, but most presentation planning starts with a simple idea. If you wanted to demonstrate a peanut butter sandwich for contest presentation, you would probably look for a more interesting or creative version of it. In my collection of cookbooks, I saw recipes for peanut butter sandwiches with raisins, apples or nuts added to them. How do banana slices sound? What do you like on your peanut butter sandwich?

IT'S YOUR TURN

- Explain about the kits.
- Go over "rules" on the screen or post them on chart paper around the room.
- Review the “steps.” Emphasize the need to write each step on a separate index card before they do anything else. Steps can be easily distributed to team members if they are on separate cards.
- Divide into teams. You may have to help match a few kids into a team. Two or three in a group work best. When they have a team together, they may select a kit.
- Let them go to work!

It's important that you keep circulating and giving pointers to each group as you see necessary. If the group is very large, it helps if you can have several adults or experienced 4-H members offering assistance where needed with the teams. Parents and leaders are very welcome to help the kids plan their presentation.

I allow about an hour and a half to 2 hours for the members to plan and practice their presentations. Let visiting adults listen to each group practice their presentation.

ALMOST READY TO PRESENT

Presentations are given in round robin order. The tables stay in place and the audience moves their chairs. (Adults don't like the moving noise, but it speeds up the process.)

As the planning time nears the end, record the names of team members, the title of their presentation, tell them which (numerical order) presentation they will be and assign them a table number. For example, John, Bob and Mike's presentation "Tattoo a Moo Moo" will be the sixth one on the program. They need to be ready to set up at table number one for the second rotation.

Put a roll of masking tape on your wrist (or assign the job to someone else). Tape up as many posters for presentations as you have easels starting with table number one. Unless you are lucky enough to have five easels, you'll have to move easels around to the tables as you progress. If possible, assign an adult or junior leader to move the easel and attach posters.

Have everyone put their kits and posters close to the table where they will be presenting. The first five presentations can be ready to go at their respective tables.

GRAND FINALE

Ask the audience to gather with their chairs so they can view table number one. When they are seated and quiet, remind them they are to clean their props if necessary, and return them in the box or bag to a specific place. Remind them to introduce themselves by name in their introduction and to ask for questions following their conclusion. Only take 1 or 2 practice questions from the audience for each presentation. And finally, remind them to listen politely because their turn will be coming soon.

The leader's job is to lead enthusiastic applause for each presentation. Keep the presentations moving. As soon as one presentation is finished and the audience moves, the next presentation should be ready to begin. This will involve some leapfrogging of easels. I allow kids to set up and take down only during a short break between each round. It's nice to have someone take a picture of each team as they present. I usually end the round robin with a group doing a presentation on how to make an ice cream sundae. Then the workshop concludes with everyone making a sundae. You can do evaluations and pass out certificates while everyone is enjoying the ice cream.

Gather everyone back into a group. **Give praise galore --they deserve it!** Give special thanks to your helpers, leaders and parents.



**DO EVALUATIONS
PASS OUT PARTICIPATION CERTIFICATES**

How Did We Do?

Rate this Speakeasy Day. Please circle one.



Didn't like it!



OK



Good



Great!

I had fun &
learned a lot

Tell me two things you learned about presentations.

1. _____

2. _____

Could you do a presentation by yourself?

Yes _____

No _____

Thank you!

Presentation Rules

1. Teams can have 2 or 3 members.
2. All members of the team must do part of the presentation.
3. Introduce yourselves.
4. Create a catchy title poster.
5. When making posters, use flip chart paper with newspaper underneath.
6. Ask for questions at the end of your presentation.
7. When finished, please pack all items (clean) into your kit box or bag and return it to the designated place.

Steps

1. Write 1 step on each card
2. Plan fun introduction
3. Select props
4. Make a title poster
5. Plan the ending
6. Who will ask for questions?
7. PRACTICE, PRACTICE
8. Practice in front of an adult
9. MORE PRACTICE



4-H Presentations

Teton County Extension Jane Wolery-Beadle Ext. Agent
PO Box 130 Choteau, MT 59422 tetonmsu@3rivers.net (406) 466-2491

2002

Perfecting Presentations

Here are some ideas about perfecting presentations from a person who has given over a dozen 4-H presentations and viewed hundreds of them. I hope you find the suggestions helpful.

Keep it simple! Sometimes the simplest ideas presented well are better than complex ideas presented poorly. I once saw a wonderful demonstration on wrapping packages—a very simple idea, done very well.

I can't hear you! Look around the room and audience before you give your presentation. Notice if there is anyone in the audience wearing a hearing aide (particularly a judge), if so, speak up a little bit. That paid off for me once as a judge wrote on the comment sheet that I placed highest because I was the only one he could hear.

Go the distance! Make sure your visual aids are easy to read. Try to sit at a distance from your visual aid and see if you can read it easily. When you are creating a visual aid it may seem fine because you are working so close, but be sure to check it from a distance.

Practice, practice, practice! I remember my sisters and me practicing our

demonstrations 2-3 times a night for a month before demonstration day. We were so prepared that we didn't need to be nervous. We also found out what might go wrong while we were presenting and how to correct difficulties in front of an audience. Also, don't forget to practice in your mind. Visualize yourself doing well.

Make it clear! Just as it is important for people to see your visual aids, it is important for them to see your work. Use clear containers. For cooking demonstrations, custard cups and glass bowls are necessary. Remember also to move items that are between you and the audience. For instance, if you are stirring a mixture, be sure you haven't set the ingredients in front of the bowl. Using trays can help you organize your supplies and makes them easy to move all at once. Put items you no longer need on a tray and move it to the side or to a back table. It is easy to use trays on the front table—one for items you are using and the other for used or dirty items. A cloth can cover dirty items. Think about how your table looks from the audience's view. Also, cover brand names when giving a presentation. You don't want to appear that you are endorsing a certain product.

Mirrors! Mirrors are helpful in several ways. First of all, watch yourself in the mirror as you practice. You will see mistakes you are making and can correct them. Also, you may use a video tape for the same purpose. I don't know any high school sports team that doesn't make use of video to improve their game. You could use this same idea for presentations. Also, use a mirror to show the audience what you are doing. If you are tooling on a piece of leather, use a large mirror to show the audience what that looks like. It is very hard for an audience to see work that is being done on a flat surface. Some projects could be done on a table podium turned with the slanted surface to the audience. Work on a vertical surface rather than a flat one when possible.

Theme! If you can, use a theme or catchy title throughout your presentation, it will have more impact. For instance, a speech on drinking and driving could use "Humpty Dumpty had been at the bar, then Humpty Dumpty got in his car, now all the doctors and policemen, can't put my sister together again. The solution for drinking and driving is not as simple as a nursery rhyme..." You could use the same sort of verse as a conclusion. Think how much more impact that introduction would have rather than: "Hi, my name is Jane Wolery and today I'm going to talk to you about drinking and driving."

Visual Aids! Put borders on your visual aids. You can spiff up a simple poster by using ribbon to put borders around the edges or use a paper cutter and construction paper. Also, use colors that are easy to see. Notice if yellow on white has more impact or if black on yellow is better. Also, make use of computers to do the lettering for you. You can increase font size and change styles. It is much easier than the "old" way of using stencils and markers. You can also use

stencils on construction paper to cut out and glue onto your poster, which also looks better than markers most of the time. Another tip with color is to "match" your posters or presentation. Two of my students presented a speech at the national level. They wore black dress suits with red tuxedo shirts. Their posters were black with red borders and red arrows. They made speech holders with laminated construction paper that also had black and red combined with arrow graphics. They made a visual impact before they even opened their mouths. My mother always made us tablecloths to match our posters and if we were doing a food demonstration we had matching aprons.

Courtesy and cleanliness! Ask the judges if they are ready for you to begin before you start. Wipe the tables before and after you use them. One year a boy from my club was showing a rabbit and nature called right there on the table. The next presenter was doing a foods demonstration. Both scores had comments on their sheets thanking them for cleaning the table. He had cleaned it when he was done and she cleaned it before she put her tablecloth down (another good reason for tablecloths)!

Computer Presentations! Most of the professional work force seems to be using computer software technology for presentations, conventions and classes. If 4-Hers have the opportunity to use such technology, then they can build additional skills. Different types of presentations have different requirements for visual aids. If *Power Point* and *Presentations* software are appropriate and effective, our 4-Hers should be using them. When was the last time you saw a professional presentation with a poster? Using technology to the best possible advantage will be a life-skill of the current generation of 4-H members. 4-Hers will need

to learn, however, that a glitzy computer program alone will not make them a good presenter. They still need to develop the skill of speaking before an audience - voice projection, inflection, eye contact, poise, logical progression, etc. Each type of visual aid has its place and computer technology can be considered a valid option for 4-H presentations.

Ideas for Presentation Topics

Most of the following ideas are for How-to presentations or demonstrations. You can get ideas everywhere-internet, libraries, instructional videos, HGTV, etc. There are just so many ideas and possibilities that every 4-Her should be able to find a topic. The titles are just suggestions. Try to make your titles interesting.

- \$ You Show >Em - How to prepare vegetables for show
- \$ A Model Situation - How to model for style shows
- \$ Shake >Em Up Orange Bars - Bar cookies made in a jar.
- \$ From Udder to Butter - Make butter either with a churn or can
- \$ Kick the Can Ice Cream - Make ice cream in cans.
- \$ Who Cut the Cheese? - Demonstrate how to make cheese/cottage cheese
- \$ The Incredible, Edible Egg - Show egg cookery techniques or how eggs are graded or the growth process of eggs (a nice complement to the poultry project)
- \$ Electricity - How does it get to your house
- \$ Right and Wrong - Good team demonstration to have one person perform the correct procedure and one person perform the incorrect procedure
- \$ Wood You Please - Wood working techniques or tools explained
- \$ Say Cheese Please - Presentation on different types, varieties and history of cheeses
- \$ Animal Bread - Many variations available
- \$ Bumpy Banana Dinosaur Bread - Recipe from Homemaker=s School
- \$ Polly Wants a Cracker - Homemade crackers
- \$ Animal Vegetable Snacks
- \$ Fritter Critters - Batter finger steaks
- \$ A Different Breed of Animal - Balloon animals
- \$ CPR - A good team demonstration
- \$ Tip the Table in Your Favor - Table settings
- \$ Napkin Folding - For banquets
- \$ Fly-Fishing Techniques
- \$ Grand Old Flag - How to care, display, etc. the American flag
- \$ Breads - Unleavened breads of the world (tortillas, lefse, etc.)
- \$ How to Show an Animal - Rabbit, sheep, etc.
- \$ The Seed Story - How seeds grow?
- \$ Splish, Splash - How to give a baby a bath
- \$ Let Me Spin You a Tale - How to spin wool
- \$ Safety First - Safety presentations can be done in all areas.
- \$ Dancing - Another good team presentation
- \$ I=ll Tan Your Hide - Show how to tan hides or about different animal hides
- \$ Quilting - Demonstrate easy techniques
- \$ Patterns - How to use a sewing pattern or read one
- \$ Harmonica - How to play the harmonica

\$	<u>I Believe in Music</u> - Demonstration of basic musical techniques and terms or reading notes		or reindeer, black spots on white freezer wrap for Audderly@ cute packages
\$	<u>Are You Chicken?</u> - How to cut up a chicken	\$	<u>Marvelous Marbling</u> - Fabric dyeing technique
\$	<u>For Birds</u> - How to make bird food or a bird feeder	\$	<u>You=ll Dye for It</u> - Different dyeing techniques
\$	<u>Garnishes</u> - Lots of creative items could be done	\$	<u>It=s Sew Simple</u> - How to thread a sewing machine
\$	<u>Science Experiments You Can Eat</u> - This is a book that has lots of ideas	\$	<u>The Web</u> - How to use the Internet
\$	<u>Tie One On</u> - How to tie scarves or ties	\$	<u>No Words at All</u> - Teach simple sign language skills
\$	<u>That=s Just Nuts</u> - Tell about varieties and growing of nuts	\$	<u>Just Checking</u> - How to open a checking account or balance a check register or write a check
\$	<u>Understanding Radon</u>	\$	<u>Color Analysis</u>
\$	<u>Pizza Party</u> - Vegetable, fruit, brownie or marshmallow treat pizzas	\$	<u>Calligraphy</u>
\$	<u>Harvest</u> - Tell about different barley or wheat varieties	\$	<u>Rope Making</u>
\$	<u>Picture Perfect</u> - Demonstrate how to use a camera or develop film	\$	<u>Discuss diseases of animals</u>
\$	<u>The Undemonstration</u> - Demonstrate how to give a demonstration	\$	<u>One to Get Ready, Two for the Show</u> - How to prepare animals for showmanship
\$	<u>Pucker Power</u> - Make batteries from lemons and discuss a closed circuit	\$	<u>Oh the Tangled Webs We Weave</u> - Show pin weaving techniques
\$	<u>Here=s the Dirt</u> - Soil testing	\$	<u>Mooove Over</u> - Lactose intolerance or how to milk a cow/goat
\$	<u>A Bum Wrap</u> - How to wrap gifts on a bag lady=s budget: cut out a man=s collar and tie with scraps, use dried weeds, make a brown sack into a house	\$	<u>Computer Crazy</u> - Show how to use a computer program
\$	<u>Bonding Time</u> - Show welding techniques	\$	<u>A is for Apple</u> - Tell about different varieties and uses of apples
\$	<u>Sittin= Tall in the Saddle</u> - How to saddle a horse properly	\$	<u>B is for Banana</u> - A follow up to the >A is for Apple= presentation
\$	<u>When Life Gives You Lemons</u> - Could do a cute demonstration on lemonade.	\$	<u>Don=t Cross Me?</u> - Teach basic cross stitch methods.
\$	<u>See Spot? See Spot Run</u> - Demonstration on stain removal	\$	<u>This Little Light of Mine</u> - Candle making methods
\$	<u>Don=t Burst My Bubble</u> - Could do wonderful things with a presentation on blowing bubbles	\$	<u>Something is Fishy Here</u> - Show how to fillet a fish or gut one
\$	<u>Just Watching My Soaps</u> - Demonstrate how to make soap	\$	<u>Just Clowning Around</u> - Show how to paint a face to be a clown and give history of clowns in rodeo and circus life
		\$	<u>I Can Can</u> - Show proper techniques for food preservation
		\$	<u>You Ought to Be in Pictures</u> - Show how to set up amateur portraits using

- backgrounds and lights. Also show how to position a model and work with one
- § I=ll Second That! - Parliamentary procedure would make a great topic for a team presentation
- § Brand Names - Tell about the history of branding cattle
- § We=re on a Roll Now - Show how to make several different shapes of bread rolls
- § Siting on Pins and Needles - Tell about the different types of needles and pins and how they are used
- § Tea Time - Demonstrate how to make a good cup of tea and the different accessories for making tea. Could include safety issues with sun tea
- § Draw Me the Picture - Give an illustrated talk to >draw a picture= of how pencils are made
- § Hot Potato - An illustrated talk or demonstration on varieties and uses of potatoes and their historical value
- § Tall Tales - Demonstration on how to tell a story. Could be for a child development or it could relate to storytelling through history and as a theatrical art
- § I=ve Lost My Marbles! - Show marble games
- § The Games People Play - Do an illustrated talk or demonstration. A talk could be about the different ways that games have changed or stayed the same throughout time. A demonstration could be on how to play games like >jacks= and >cat=s in the cradle=
- § Go Fly A Kite - Tell about the different types of kites or demonstrate how to make a kite
- § Let=s Get Dirty - Do gelatin dirt cups with worms
- § Can I Have A Piece - Show how to cut pieces for quilts
- § Sunset Strip - Show basic techniques for strip quilting
- § What Are You Crowing About? - Talk on the different breeds of poultry
- § The Great White Hunter - Talk on different hunting equipment or bugling techniques
- § What Time Is It? - Show the different instruments used to measure time throughout the ages
- § Winter Survival - Show how to make a winter survival kit for vehicles and give suggestion for what to do if you are caught during the winter. Could do a coffee can and cover it so it looked like a >Lifesaver=
- § Snowflakes - Give information on different types of snowflakes. There is even a way to imprint snowflake patterns to preserve them
- § Why Do Leaves Turn? - Could do a variety of talks on the types of trees and leaves and the reason they fall or how leaves grow during certain seasons
- § I=m All Dried Up! - Show how to dry and preserve flowers
- § Wiggle Jiggle - There are a variety of gelatin desserts that could be made for a demonstration
- § Peculiar Pizza - There is a recipe for crazy topped brownie pizza that is really cute
- § Chocolate - An illustrated talk could give the history and uses of chocolate
- § Something Smells! - A talk about how perfumes are made
- § What a Deal? Show different card games
- § Now That=s a Nice Carcass! - Tell how carcasses are judged
- § Where=s the Beef? - Talk on how meat is cut and where the different types of meat come from on the carcass. This

- project could be expanded to include the best cookery methods for different types of beef
- § Easter Eggs - Different ways to decorate
- § Purchasing and Returning - Illustrated talk on how to check into consumer issues at different stores. Could be a team demonstration with one person posing as a sales clerk
- § Miss Manners - Could be a team demonstration with right and wrong on table manners
- § Origami - Show different techniques for paper folding
- § Putting on the Polishing Touch - Refinishing antiques
- § Old, But Not Too Old - Depression glass
- § Photo Finish - Demonstrate how to get better pictures.
- § A Pressing Matter or Pumping Iron - Demonstrate how to iron different clothes and fabrics
- § Hats Off! - History of different types of hats and songs that go with hats. Manners associated with hats could be
- explained as well as the bridal veil custom
- § Just a Kernel of Truth - Tell the history of popcorn, >amazing= popcorn facts, make a popcorn treat.
- § Branch Out in a New Direction - Shelterbelt design and maintenance.
- § All Mixed Up - How to mix rations for market animals
- § How to Float Your Bloat - Tips for dealing with bloated animals, what causes bloat, etc.
- § Uprooted - How to repot house plants
- § Stand Up Straight - Tips on posture and importance of posture for health.
- § Zip, Zip, Zippy - How to apply a zipper or the history of the zipper, etc.
- § It=s a Snap - Show different types of snaps and correct way to apply.
- § Lego My Lego - Any information about the Lego.

The library is filled with A how to@ books and videos and audio cassettes. Please look at your library for other ideas. Remember, a presentation is a great way for you to learn about an area of interest and share it with others!

Favorite Resources

Web Sites:

howstuffworks.com

recipesource.com

family.com

Magazines:

Family Fun

Quick Cooking

Books:

Science Experiments You Can Eat

By: Vicki Cobb

Teamwork and Team Play

By: Jim Cain & Barry Jolliff

Montana State University Extension

994-3501

1. Demonstrations
2. Speeches

Pennsylvania State University-Ext.

814-865-6713

ecm3@psu.edu

1. Posters: Design & Production
2. Exhibits: Design & Production
3. Flip Charts for Effective Presentations

If you have great ideas, we'd love to see them. Email additional ideas to: tetonmsu@3rivers.net

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