

Public Speaking

Oklahoma 4-H Volunteer Development Series



Purpose of Public Speaking

Learn More....

4H.VOL111 Developing 4-H Project Work

4H.VOL.118 Experiential Learning

4H.VOL.109 Planning: a key to success

4H.VOL105 Recognition Model

Public Speaking will help the youth:

- acquire and relate subject matter knowledge
- learn to organize their ideas in a clear manner
- develop self-confidence about their abilities and skills
- develop and display physical skills
- develop specific public speaking skills



Public Speaking for Younger Youth

As a child begins to develop their public speaking abilities emphasis should be on gaining self-confidence and sharing with others. Encourage participation; don't push. Let them see it is fun. Sometimes a reminder that show-n-tell is a form of a demonstration can be reassuring.

In the beginning you will need to lead them through the steps in preparing an oral presentation:

1. selecting a topic
2. researching the subject
3. collecting any necessary materials or equipment
4. organizing subject matter

5. writing the introduction and conclusion
6. Presentation

Have youth answer these questions when selecting a topic to present. Can I do it in four to six minutes? Am I interested in it? Is it a part of my project work? Is it useful to others? Does it have enough action? Can I do it well? (See brochure—"Preparing My 4-H Presentation"). Be sure that the topic is suitable for the member's interests and abilities.

As the 4-Her begins to research the subject it is important that they choose viable sources supported by research. This process teaches the child to become an educated and critical consumer of reliable information and its source. Being able to site the source in the presentation adds credibility to the information.

Encourage a lot of practice as a way of building confidence. Have them practice for teen leaders, friends and family before presenting to their club members.

"Encourage participation; don't push. Let them see it is fun."

Public Speaking for Older Youth

When 4-H'ers are in their teens, you need to find different ways of working with them and helping them to mature. Teenagers will require almost total freedom to plan and present their demonstration/illustrated talk. Be available to coach and mentor upon request. Be aware that inexperienced older youth will need more support and encouragement because they will want to be with their peers.

Teenagers have definite ideas as to the direction they would like to take and will want to choose their own subject and do most of the work independently. You can help best by asking

them some leading questions. "What is important to you - health education, environmental issues, leisure activities, etc.? What special interests or concerns do you have? What have you done in leadership projects or with youth as a teen leader?"

There are several types of public speaking suitable for teens. The older 4-H member could show a key step in an involved process and use visual aids to show advantages and disadvantages, cost, etc. Members might rely on visual aids alone to compress a job that took weeks or even months to

complete. The visuals may show why they planned the job, how it was carried out and the results. If 4-H members want to show how to lead a discussion or how to use buzz groups to get democratic action, they could demonstrate with people and use charts or handouts to emphasize their points. This would be a simulation or direct experience for the audience.

Teens should broaden their source of information beyond project manuals. You might suggest the Internet, libraries, state or national associations, business people, research publications, etc.

"Be available to coach and mentor upon request. Be aware that inexperienced older youth will need more support and encouragement because they will want to be with their peers."

Helpful Definitions

What is a 4-H Talk?

A 4-H talk/speech is one means of sharing information and educating an audience about a specific subject. It is an oral presentation, in which the member does not rely on posters/illustrations or objects. All illustrations are communicated through descriptions used in the speech. Basically, the 4-H member paints a picture or tells a story through oral communication.

What is a 4-H Illustrated Talk?

A 4-H illustrated talk is another means of sharing information and educating an audience about a specific subject. It is an oral presentation, in which the member uses posters/illustrations or objects to emphasize/illustrate specific points in the speech. A member does not actually make or demonstrate how to do something in an illustrated talk.

What is a 4-H Demonstration?

A 4-H demonstration is a means of sharing information with an audience by showing them how to do something. In this oral presentation the member shows how to make an item or complete a task. When a demonstration is finished the 4-H member will have a finished product to show.

Recognition and Motivation

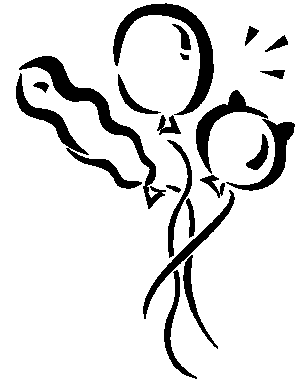
If youth are going to develop self-confidence, they need your support and encouragement. It is important to let them know how pleased you are with their work. Make suggestions for changes and improvements only after you have given several good points about the presentation.

Youth should be encouraged to evaluate their own work, especially in relation to how much they have improved from earlier efforts. Youth with

different abilities and experiences should not be judged against each other. Let other youth offer suggestions, but first establish standards, such as, "Let's tell John what we liked best about his demonstration and then we will offer suggestions for the next time he gives it." One or two suggestions may be enough. Cut off any criticism which tears down the feeling of achievement and acceptance.

Ask your county Extension

office for a copy of the Public Speaking event scorecard that judges use in scoring presentations. Before members give a talk demonstration/illustrated talk, they may want to compare their presentations to the standards listed on the scorecard.



The purpose of a 4-H project is to create a *blue ribbon child* – not a *blue ribbon project*.

Help for the Volunteer

If you are a new volunteer, or if you would like ideas to use, Parent-Volunteer training organized through the county Extension office

or the 4-H Parent-Volunteer Association will be a big help. Such programs assist you in helping the youth choose topics in line with

their interests and abilities, make outlines and organize their materials and carry out self-evaluation.

The Audience

4-H members should use the local club or project group as a proving ground for their public speaking. When youth feel they are

ready, they should present the presentation to a wider audience that might include a county 4-H audience, civic clubs, school and a

community group. Each time a club gives a presentation, they will improve and grow as a public speaker and future community leader.

Handouts

The trifold brochure and presentation outline can be of assistance when teach young people how to organize their presentations.

"Youth with different abilities and experiences should not be judged against each other."

Materials adapted from Sharing Resources for Project Leaders, Missouri Cooperative Extension Service, 1979.

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4-H Presentation Outline

Topic/Subject _____

Introduction _____

Body - Outline

Point 1 _____

Point 2 _____

Point 3 _____

Conclusion _____

Special Tip

Plan the body of your speech first.
Then write the introduction and
conclusion

Selecting a Topic:

Choose a topic that:

- interests you
- you know something about
- suits your time limits
- you can research and write about in the time available to you
- will appeal to your audience

Remember: *The more strongly you feel about the subject the better the presentation will be.*

Choose a subject from an area of interest:

- Hobby or spare time activity
- 4-H project or job you do
- Current events, activities or world events

Do not ask yourself “What should I talk about?” Instead, ask...

- Which one topic do I like best?

Which would be the easiest to research in terms of time and resources available to me?

- Which would be hardest to present and why?
- Which would be the most fun for me and my audience?

Finalizing Your Presentation

After selecting the topic and preparing the body of the presentation, outline the subject using key words or concepts.

Outline the Presentation

Introduction

Opening - briefly tell what your subject is and gain their attention by:
 personal anecdote (story)
 a startling statement or fact
 a quote or poem
 an appropriate joke or story

Body (The vital points of your presentation)

Point 1 (past, present, and future)
 Point 2 (problems, damages, solutions)
 Point 3 (Cause, Effect, Action Needed)

Conclusion

Summary - brief
 Closing - Appeal for action from audience (give, join, support, volunteer, change, do, etc.)

Practice using the outline. Use the outline to remind you of the main points of your presentation.

Practice with family, friends, a video camera, or tape recorder.

A good presentation takes practice.

Practice develops speaking skills and personal confidence.

Resources:

4-H Communications Project Manuals Unit 1 and 2
 Lit. 136 The Demonstration
 Lit. 360 Helpful Hints for 4-H Talks
 Fact Sheet T-8203 The Volunteer Teachers Series: Do-It-Yourself Visuals



Preparing My 4-H Presentation

The Head (Introduction)

Think of the introduction as someone's face. Quite often our face is the first impression people have of us. Keep in mind how a warm friendly open face impresses people and apply this to the introduction of your presentation. Impress

the audience with an interesting, motivating, and warm introduction.

Your introduction must get the audience's attention—make them want to listen. The introduction should be brief yet “hook” the

audience. Do not let them turn you off. Briefly inform them of the subject, what it is that you plan to cover in your presentation, and what you hope they will learn or do.

The Trunk (Body)

The trunk of our body contains vital organs that all work together to keep us alive. The body of your presentation works the same way. Select the main points/organs that are vital to your subject and let these points keep the presentation alive.

Decide what points are most important to the body of your presentation. Select 2-5 points, each should relate back to the main purpose or subject.

Give facts that back-up each point. Use just enough facts and figures to get your point

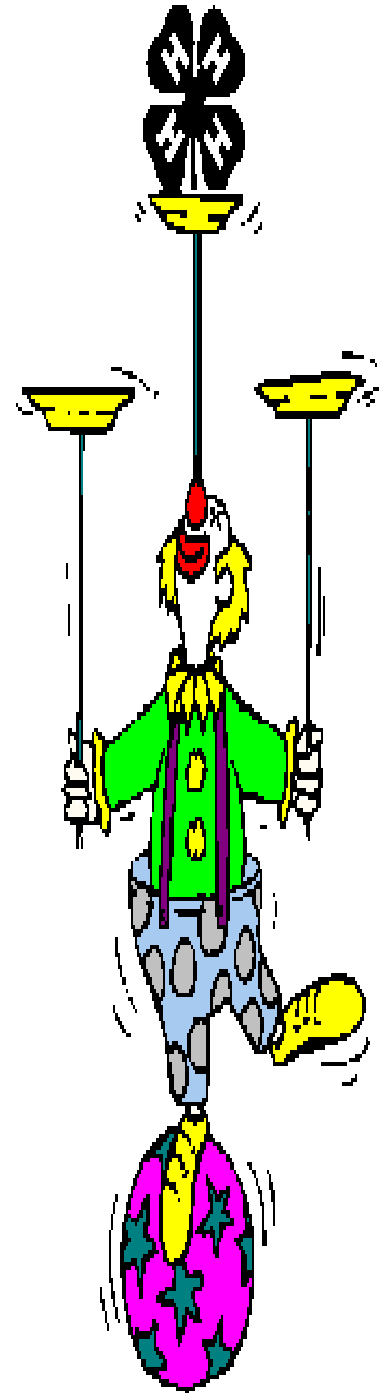
across. Too many statistics are confusing and hard to remember. Include experiences and ideas. Most importantly, stick to your subject; each bit of information should pertain to the overall purpose of your presentation.

The Legs and Feet (Conclusion)

Without our legs and feet we have nothing to support our head and trunk, nor any method for taking action or moving. A strong conclusion is necessary for a presentation. The conclusion supports all of the information shared with the audience.

The conclusion is one last time to briefly restate the subject and main points of your presentation. It is an opportunity to tell your audience just what action you would like them to take or what you hope they have learned. When your

presentation concludes, the audience should be able to recall each of the main points.



Special Tip

Plan the body of your speech first. Then write the introduction and conclusion.