

Planning a 4-H Presentation A Few Easy Steps



Step One:

WHAT is the subject matter you wish to present? Select a subject in which YOU are interested and would like to teach to other people.

Step Two:

NARROW DOWN the subject to a specific topic or process, i.e. types of seams or steps for a natural wood finish.

Step Three:

WHO is your intended audience: adults, teens, primary members, experts, or novices, etc.?

Step Four:

RESEARCH your topic. Find out the most accurate and recent information on your topic. Consult your project leader, member guides, magazines, books, web sites, encyclopedias.

Step Five:

WHY are you giving the presentation – to inform, teach facts, motivate to action, to stimulate thought, to show a process? Write out in one sentence what you would like

your audience to be able to do as a result of watching your presentation.

Suggestion: You may want to set up a self-evaluation test at the conclusion of your presentation; ask one member of the audience to participate with you in performing the skill. “Let’s see if you can identify poisonous plants with the techniques I have just demonstrated.”



Step Six:

DECIDE YOUR CONCLUSION FIRST.

Every piece tells the story. If a part does not fit the story objective, take it out.

Step Seven:

HOW WILL YOU DO your presentation?

Develop an outline of your presentation.

- State your purpose
- Write out your title
- Divide your outline into the introduction, body, and conclusion

INTRODUCTION: Use an opening device to create interest in your topic. Then present the main idea which can be the purpose of your presentation, thesis or topic sentence. Then preview the main points you intend to cover in the body of your presentation.

Example:

Problem: "One of the most common problems people have on hikes in the wilderness is that they are unable to distinguish between poisonous plants and nonpoisonous plants. For example, how often have you heard stories about people who sat down on a patch of Poison Oak?"

Solution: "Today I am going to show you how to identify three common poisonous plants. As a result of being able to identify these plants, you will be able to avoid them and thus enjoy your visits to the wilderness."

BODY:

Tell them and show them. Tell them the three main points of your talk.

Example:

"Three common poisonous plants are:

1. poison oak
2. stinging nettle
3. oleander"

Show the plants as you talk.

1. "Three types of poison oak are:"
2. "Three characteristics of nettles are:"

CONCLUSION: Include a summary of the body's main points and use a closing device to make your presentation memorable.

Example:

"Three common poisonous plants are... "

Step Eight:

DEVELOP A TITLE which

1. is an attention getter
2. summarizes your purpose
3. is short and to the point (4 to 5 words)

Examples:

"Leaf These Plants Alone"
"Look But Don't Touch"

Step Nine:

PREPARE YOUR MATERIALS for the presentation

- Use poster board or other materials to illustrate the main points of your presentation;
- Use your outline to serve as the text of your poster board illustrations; and
- Select models and hand-held objects to be used in the presentation.



Step Ten:

PRACTICE your presentation. How will you set up your workspace? How will you handle the materials as you show them? Where will you place them when you put them down?

Step Eleven:

Try to anticipate questions that may come up and find answers to those questions.

Step Twelve:

PRACTICE your presentation again, and again, and again! While practicing, try not to memorize your presentation word for word. Keep your delivery fresh and exciting.

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