

It's Your Turn to Speak

4-H Project:
Communications

Life Skill:
Communicating with others—
public speaking

National Education Standard:
NL-ENG.K-12.4
Communication Skills

Success Indicator:
Prepare and give a presentation.

Time Involved:
45–75 minutes

Suggested Group Size:
2–20 children (Note: more time
will be needed if group size is
over 5 children.)

In 4-H clubs, children often make presentations to other club members. This is how the children teach what they have learned in their 4-H project work. The ability to present to a group is a skill the children will use throughout their lives. In this activity, children will be introduced to the basics of public presentations. They will learn how to select a topic, how to prepare a presentation and how to use props and visual aids.

Getting started

Read through the lesson and gather the necessary materials. If you need more information about the topic, refer to “Background Information” below.

To prepare for the table top presentation (see step #5 in “Do the Activity”), make a list of topics the children may want to know more about. Write one topic on each index card. Suggestions include: your favorite foods, hobby, interest, or 4-H project; favorite animal or sport, how to take care of a pet, how to play basketball, etc.

Do the Activity

1. Discuss the following with the children:
 - Have you ever talked in front of a group?
 - If yes, then you have done public speaking.
 - Public speaking is a valuable skill that you will use in school, in organizations, and at work in the future.
2. Explain to the children the basics of giving a presentation. Use the “Background Information” as a guide.
 - a. Review the four basic types of presentations.
 - b. Review the parts of a presentation.
 - c. Discuss how to select a topic.
 - d. Discuss how to organize a presentation.
 - e. Discuss the importance of using visuals such as props, posters, charts, drawings, etc. when giving a presentation.



Materials Needed

- Index cards
- Pencils
- Paper
- Markers
- Poster board
- Easel
- Visuals and/or supplies for children to use for their presentation. Below is a list of some possible topics and the supplies needed. You are not limited to these topics.
 - How to make a peanut butter and jelly sandwich—bread, jelly, knife and plate
 - Parts of a horse—poster of a horse or a model horse
 - How to sew a button on—button, fabric, scissors, needle and thread
 - How to measure brown sugar—brown sugar, dry measure cup, spoon, bowl and wax paper
 - How to nail two pieces of wood together—hammer, wood & nails

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See www.n4hccs.org/exploring4h for more information.

3. Conduct an ice breaker introduction with the group. Have each child prepare a 20–45 second presentation on who they are and what they like to do. They should include personal information such as name, age, school, club, projects, special interests and hobbies, family information, etc. Note: You may want to write the list of “personal information” on a poster board and put in the front of the room so all of the children can see it while they are doing their presentation or write it on a piece of paper and distribute copies to each child.
4. Review the helpful tips for giving a presentation listed under “Background Information.”
5. Conduct a brief table top presentation activity with the group.
 - a. Distribute an index card with a topic written on it to each child.
 - b. Ask the children to prepare a 1–2 minute presentation on the topic listed on the index card. Encourage them to talk in detail about the topic.
 - c. Remind them to think about the “who, what, where, when, why and how” as it relates to their topic. For example, if a topic is “Favorite Food” the child should talk about the answers to the following questions:
 - Describe the food (what is it).
 - Why does the child like that food?
 - Who else in the child’s family likes that food?
 - How is the food prepared?
 - Where has the child eaten that food?
 - When does the child usually eat that food? Perhaps he or she eats it only on special occasions, or whenever he/she eats in a restaurant.
6. Let the children present their information.
7. Ask the group to discuss whether it was easy or hard to talk about their topic? Why?
8. Conduct a tabletop presentation activity with the group.
 - a. Have each child prepare a 2–4 minute presentation on a topic of his or her choice. Encourage the children to use topics related to the supplies and/or visual aids you have available.
 - b. Review the parts of a presentation and help the children organize their presentation into these three parts.
 - c. Allow the children 10–15 minutes to prepare their presentations, then ask them to present to the group, using the visual aids.

Activity Summary

It is important to develop and practice your public speaking skills. Children, youth and adults use these skills daily. You will use these skills for the rest of your life, in school, in organizations, when you apply for a job and at work.

Talking it Over

Share What You Did:

- What did you like about this activity?
- Tell us about your experience preparing and giving a presentation.

Process What’s Important:

- What did you learn about giving a presentation?
- What is the hardest part of public speaking?
- What is easy about public speaking?

Generalize to Your Life:

- How will knowing how to give a presentation help you?
- When have you had to speak in front of a group?
- Why is it important to communicate new information to others?

Apply What You Learned:

- What did you learn about public speaking that will help you in the future?
- How else could you use public speaking skills?

More Challenges

1. Attend a 4-H public speaking or presentation workshop.
2. Invite a member of your county 4-H staff to your next meeting to talk about how to prepare a presentation.
3. Prepare a talk on a topic of interest to you and present it at your next club meeting, at school, the county fair or some other event.
4. Participate in the county 4-H public speaking or presentation contest.
5. Invite a Toastmaster member to be a guest speaker at your next meeting.



Public Presentations



What is a Public Presentation?

This term means exactly what it says—presenting something to the public. Public can mean a variety of audiences—your 4-H club, your class at school, a group of friends, or the county board. Public presentations can also be called a variety of other things—oral reports, oral presentations, talks or demonstrations. It's a chance for you to show and tell others how to do something, or to share information about a topic of interest to you. There are always opportunities to speak to a variety of groups for a variety of reasons.

Why Give a Presentation?

- It's Fun!
- Gain poise and self confidence as a “public speaker.”
- A chance to “show off” what you know!
- Helps you to think quickly, clearly and in an organized manner.

Types of Presentations

There are three basic types of presentations including.

1. **Formal:** This type of presentation is designed to inform, persuade, entertain, and stimulate action or further interest in a topic. Visuals are not used. You may use notes or speak from memory.
2. **Illustrated:** This type of presentation is to inform, persuade, entertain, and stimulate action or further interest in a topic of interest to the community. Visual aids such as charts, pictures, models, posters, slides, etc. are used to achieve a more vivid impression or stimulate greater audience interest. You may use notes or speak from memory.
3. **Demonstration:** This type of presentation puts words into actions, showing or telling other people how to do something. You may use notes or speak from memory.

Parts of a Presentation

Regardless of the topic, the three main parts of a presentation include:

1. **Introduction:** This is one of the most important parts of a presentation. A good introduction does two things—it gets the audience's attention and it states your purpose or gives the audience a clear idea of what the presentation is about. You will want to introduce yourself, including your name, age, grade in school, club name, years in 4-H, projects, etc.; the subject of your presentation; and the reason for choosing your topic.
2. **Body:** The body of the presentation can also be called the “Work & Do” section. This is the main part of a presentation and your message. The actual “doing it” is the work part of your presentation, which should show and tell:
 - What you're doing
 - How it's being done
 - Why you're doing it
3. **Summary/Conclusion:** The summary or conclusion is the final part of a presentation. It consists of a brief summary of the topics discussed and a final thought or appeal. Be sure to restate your purpose for giving the presentation. Your conclusion should be brief and should not bring in any new ideas.

After you give your summary, thank the audience for their attention and ask if anyone has any questions? If there are no questions, clean-up from your presentation and then sit down.

Getting Started

1. Select a topic:

- Choose something you know about and that you find interesting. The topic may relate to your 4-H project or a special hobby or interest you have.
- Topics can also be a particular skill, talent or unusual interest.
- A good topic
 - Contains one main idea
 - Can be fully explained within the specified amount of time.
 - Has plenty of action!

2. Organize and practice:

- Decide how to present the topic. Will you give a demonstration, a formal talk, a talk using illustrations (posters, charts, drawings, etc.), or perform?
- Make a list of supplies and equipment you'll need for the presentation.
- Gather the supplies and equipment.
- Prepare the introduction, body and summary for the presentation.
- Practice, practice, *practice*—at home, school and at 4-H meetings, as often as possible!
- Ask your family, 4-H leader or teacher for comments and suggestions.

3. Visual aids:

- Posters, charts and samples perk up a presentation, and give you something to do with your hands!
- Visual aids should be large enough for everyone in the room to see.
- Posters and charts should be written neatly and clearly. Check spelling carefully!

Helpful Tips for Presentations/Public Speaking

- Smile and relax—or at least try to look relaxed.
- Be enthusiastic about your topic.
- Talk to your audience in a friendly, conversational manner.
- Know your subject but do not memorize.
- Look at your audience (eye contact) as you speak and demonstrate.
- Keep your chin up so your voice will carry well.
- Speak loud enough to be heard. Pronounce words correctly and clearly.
- When using visual aids (equipment, samples, models, posters or other materials) you should keep the work space in front of you clear and neat. You do not want to block the audience's view at any time.



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