Speech Preparation *Handout*

1. **Choose a topic or subject matter to discuss or present.**
   Often this topic should be something the presenter is excited about, has interest in, would like to share with other people, etc.

2. **Determine your audience.**
   Adults, teens, experts, judges, etc.

3. **Determine the purpose of your presentation.**
   What is the purpose? Informative, teach facts, stimulate thoughts, show a process, motivate to actions, etc.

   Choose a presentation format that best fits your purpose.

4. **Research your topic.**
   Find out the most accurate and current information of your topic. You can ask your leaders and teachers, and check resources in the library, books, etc.

5. **Develop an outline of your presentation.**
   Use the parts of a speech discussed in our first lesson (introduction, body, conclusion). Plan how you will transition from one part of your speech to the next.

6. **Develop a title.**
   Titles should be short (4-5 words), summarize your purpose, and attract attention.

7. **Prepare your materials for the presentation.**
   Visual aids, slides, posters, etc.

8. **Practice, practice, practice.**
   Practice using, holding or pointing to your visual aids. How will you stand? Where will you place a poster?

9. **Prepare for questions.**
   Think about what questions may be asked and find the answers to those questions.

10. **Give your speech!**
    YOU DID IT!! Give it. Evaluate and decide what is next.

4-H Demonstrations/Illustrated Talk Scorecard

Name_____ County_____

Name_____ County_____

Title_____

Blue Ribbon?
(Circle One)
Yes
No

ITEMS TO BE SCORED	FAIR	GOOD	EXCELLENT	POINTS EARNED	COMMENTS
Participant: (15 Points) • General appearance and grooming • Poise and confidence • Voice strong, clear and convincing • Proper grammar used					
Subject Matter: (20 Points) • Limited to one main idea • Important topic, practical, timely • Accurate, up-to-date information • Topic well covered					
Demonstration: (45 Points) • Introduction, brief and interesting • Method suited to subject matter • Information given in logical manner • All steps and processes made clear • Suitable equipment used • Equipment used with ease and skill • Work area organized and orderly • Work can be seen by audience • Visuals large enough to be seen well • If a team, work effectively together • Important points summarized					
Results: (20 Points) • Methods and principles well taught • Finished product of high quality • Result is displayed • Favorable audience reaction • Questions answered satisfactorily • All work areas left clean					
Total Score: (100 Points)					

TIME: Start_____Finish_____=_____ Total Score_____-_____(3 points per each minute over [redacted]; 8 minutes doesn't include time judges spend questioning the participants)

Time limit for presentation is [redacted] 8 minutes
*Time limit for set up and take down is [redacted] 1 minute
If more time is taken, judges may take off more points.

_____FINAL SCORE

UTAH 4-H State Contests

Utah State University is an affirmative action/equal opportunity institution.

EXTENSION UtahStateUniversity

[redacted] Public Speaking Scorecard

Blue Ribbon?
(Circle One)
Yes
No

Name: _____

County: _____

Title of Talk: _____

ITEMS TO BE SCORED	FAIR	GOOD	EXCELLENT	POINTS EARNED	COMMENTS
General Appearance: (5 Points) • Posture • Appropriate Dress • Visible Distractions					
Introduction: (10 Points) • Attention getting • Opening introduces purpose and subject					
Body: (25 Points) Main points easy to follow • Main points arranged in best order • Sentences short, easy to understand • Speech interesting • Appropriate supporting information					
Projection to Audience: (10 Points) • Eye contact • Facial expressions • Gestures					
Voice Control: (10 Points) • Pitch • Temp • Inflection • Emphasis • Volume					
Articulation: (15 Points) • Pronunciation and Enunciation					
Language Effectiveness: (10 Points) • Appropriate Words • Skill in using meaningful quotes					
Summary: (10 Points) • Stress important points • Has definite closing					
Overall Quality: (5 Points) • Originality • Skill in use of notes • Topic coverage					
Total Score: (100 Points)					

Time: Start_____Finish_____=_____minutes_____Total Score -_____(2 points/30 seconds over or under [redacted] minutes)

Final Score _____

5-7 minutes

Impromptu Public Speaking Scorecard

Blue Ribbon?
(Circle One)
Yes
No

Name: _____

County: _____
Title of Talk: _____

ITEMS TO BE SCORED	FAIR	GOOD	EXCELLENT	POINTS EARNED	COMMENTS
General Appearance: (5 Points) • Posture • Appropriate Dress • Visible Distractions					
Introduction: (10 Points) • Attention getting • Opening introduces purpose and subject					
Body: (25 Points) Main points easy to follow • Main points arranged in best order • Sentences short, easy to understand • Speech interesting • Appropriate supporting information					
Projection to Audience: (10 Points) • Eye contact • Facial expressions • Gestures					
Voice Control: (10 Points) • Pitch • Temp • Inflection • Emphasis • Volume					
Articulation: (15 Points) • Pronunciation and Enunciation					
Language Effectiveness: (10 Points) • Appropriate Words • Skill in using meaningful quotes					
Summary: (10 Points) • Stress important points • Has definite closing					
Overall Quality: (5 Points) • Originality • Skill in use of notes • Topic coverage					
Total Score: (100 Points)					

Time: Start_____Finish_____=_____minutes_____Total Score -_____(2 points/30 seconds over or under 3-5 minutes)

Final Score _____

Helpful Tips for Giving a Demonstration

Giving a 4-H project demonstration can be fun! In a demonstration, you show and tell about a fact, idea, or process. You've probably given demonstrations in the past but didn't know it. When you have learned how to do something in your 4-H project and then showed another club member, you gave a demonstration.

There are a few things to remember in order to make your demonstration fun. First, select a topic that you enjoy, and start out by outlining the key points. Once you've written down the key points, determine what you want to accomplish and practice giving your demonstration, as this will prepare you to give the real thing. You might also consider the potential questions you could be asked so that you'll be prepared to answer them.

Here are some guidelines that will help make this process fun and easy to do.

1. **Select a topic you like –**

Your demonstration should be something that:
- You can be enthusiastic while speaking about
- You are interested in
- Is chosen to interest your audience
- Is not too hard for you
- Is one idea that can be shown and told in a 10-15 minute time frame

2. **Outline the Key Points**

List the main ideas or key points you want to be part of the demonstration, then decide:
- The order in which to present the key points,
- How to demonstrate the key points, and
- The equipment needed for each key point.

It is important for a demonstration to have a beginning and an ending, the beginning being the introduction, and the ending being the summary. Introduce yourself to your audience, and then describe what you plan to do. To conclude your demonstration effectively, prepare a summary which you can use to tie together the key points that you have demonstrated.

Using posters or PowerPoint can help you to present a demonstration, as well as to help you remember what to say to your audience. You can use one poster as a title poster, other posters to help explain your main points, and a final poster to help you summarize.

Suggestions for Posters or PowerPoint slides
1. Tell the title of a demonstration.
2. Give key information such as a technique, or a recipe, or the steps involved in the process you are demonstrating.
3. Summarize key points.
4. Show things that are not used in demonstrations, such as the parts of a tractor.

It will be helpful to double check your posters and digital slides on these key things: legibility and correct spelling, neat and attractive presentation, and one main idea.

Suggestions for showing the audience a Step-by-Step process

If this is a quilting demonstration, an effective way of showing each step thoroughly (whether you actually do it or just explain how it is done) is by using visual examples to demonstrate techniques. For example, to demonstrate traditional piecing, non-traditional piecing, or an appliqué process, have samples of each stage of the progression needed to create a final product. Having the steps completed in the different stages will allow you to effectively communicate the skill and show how to move from one step to the next.

3. **Practice**

Use your demonstration outline as a guide for practice. You will want to:

- Speak clearly
- Keep it simple so the audience doesn't get discouraged
- Remember you are trying to teach the audience a skill
- Make sure the audience can see exactly what you are doing
- Have everything measured, cut, set out, and ready to use
- Keep working area clear of objects that may interfere with viewing
- Have additional facts to use during quiet time
- Make sure to have a finished product to show judges and the audience
- Summarize the steps
- Ask for questions
- Practice, Practice, Practice

Other Resources:

http://extension.usu.edu/htm/publications/publication=9278 (Foods Demo)
http://extension.usu.edu/htm/publications/publication=9279 (Visual Aids for Demos)

TIPS FOR POSTERS AND DIGITAL VISUAL AIDS

Words on posters, charts, and digital visual aids should be easy to read. People find it easier to read words running from left to right across the page rather than from top to bottom on a page. Be consistent in style.

Lettering

- ✓ Use **bold letters** for headings where you want to make a point.
- ✓ The use of plain lowercase letters makes charts easier to read. They should also be used for sub-items in a list and additional information. The eye moves quicker through them with a minimum delay in reading.
- ✓ Use a font and large size letters that are easy to read from the back of the room.
- ✓ Use capital letters, italics, and/or color to provide emphasis. Use strong and forceful headlines.

Posters

When your visual aids are the same size, they are easier to handle, and you appear more organized and professional.

- ✓ Make sure you have adequate color contrast.
- ✓ Avoid using pastel colors.
- ✓ UPPERCASE (capitals letters) should be limited to titles, headings, or where you want to make a point.
- ✓ Lettering should be bold enough to be easily read from a distance.
- ✓ Lettering should be 1 ½ inches in height and/or 125 point text or larger.
- ✓ Leave at least an inch between lines of text and an inch between each word.
- ✓ Use bullet points to guide eye movement toward key points.

Digital Slides

The use of digital slides is encouraged. Many types of software are available to use, some include, and are not limited to Microsoft PowerPoint, Prezi, Apple Keynote, and Apache Impress.

- ✓ Lettering should be at least 24 size font.
- ✓ Keep text to a minimum.
- ✓ Text should be used as an outline.
- ✓ Use photographs and graphics that support the message of each slide.
- ✓ Use bullet points.
- ✓ Avoid using pictures as backgrounds for slides

Color Combinations

Colors can create the desired mood or atmosphere for your message. Visual aids may do a good job when made in black and white; color, when used well, will help them do a better job. Limit colors to two or three in visual aids, so color does not become too distracting to the viewer or audience.

Color Combination Examples



Ingredients:

- Flour
- Baking powder
- Salt
- Eggs
- Sugar
- Milk
- Butter



Visual Aid Checklist:

- ☐ Visibility - Is it easy to see and read from where participants sit?
- ☐ Simple - Is the message easy to understand?
- ☐ Interest - Does it attract and hold attention or is it cluttered with too many words or pictures?
- ☐ Useful - Are the lettering, words, pictures, etc. suitable for the subject and audience?
- ☐ Structure - Are the ideas grouped in sequential order?
- ☐ Information - Is it factual and is the data current?
- ☐ Spelling - Is all the information spelled correctly?

Helpful Hints

1. Plan visual aids for the room in which you speak. If the room will be classroom size, think about what can easily be seen from the back of the room.
2. Distance makes visuals harder to read; neatness becomes even more important.
3. Select materials for posters that are easy to use. If poster board is thin, wind can make the board difficult to control. Try foam board or matte board for better results.
4. Setup your posters and materials so they are within reach and easy for you to handle. You may move the easel and table to where they are the most comfortable doing your presentation.
5. Keep work areas neat with as few items as possible. Remove items from the table when complete. Do not place any items that block your audience's view
6. Be adaptable; room sizes vary and may limit your ability to do some activities.

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University of California, Agriculture and Natural Resources. (2016, October). California 4-H Presentation Manual. University of California: Davis, California. Retrieved from http://4h.ucanr.edu/files/2193.pdf