

4-H Club Day Presentation Tips

General Thoughts

- ✿ Don't read your talk. Don't memorize, but do practice so you are familiar with it.
- ✿ Look at the audience and judge. This is a must for keeping their attention.
- ✿ Talk loud enough so people on the back row can hear you.
- ✿ Don't talk too fast. Make sure everyone can understand everything you say.
- ✿ Dress appropriately. Be sure you are well groomed and neat. Dress to fit your presentation.
- ✿ Good posture increases self confidence.
- ✿ Stand on two feet. Try not to rock back and forth.
- ✿ Charts should be easy to read – not crowded and cluttered.
- ✿ Place your charts in a place everyone can read.
- ✿ Remember to smile, smile, smile! It takes fewer muscles to smile than to frown.
- ✿ Demonstrations and Illustrated talks – ask for questions. Project talks – do not ask for questions.

Demonstrations/Illustrated Talks

- ✿ Cover table with paper, table cloth, etc.
- ✿ Organize all your ingredients on a tray so that you can quickly move them from the supply table to the work area.
- ✿ Pre-measure ingredients or supplies.
- ✿ Clear empty containers from the work space as you finish with them.
- ✿ Make sure the electrical equipment works properly. Bring all supplies needed and equipment.
- ✿ Have examples of every step of the process. If something needs to dry for 5 minutes, have one already dry.
- ✿ Have "fill" information. Silence is not a good thing for a demonstration. Provide additional information about your topic – nutritional value, costs, origin of products, history of the subject, etc.
- ✿ Foods presentations: wear an apron, washable clothing and some device to keep hair in place.
- ✿ Use trays to help organize your supplies.
- ✿ Use clear containers so the audience can see what your are doing.

- ✿ Use a damp cloth to wipe hands if doing foods demonstration or when using glue for crafts, etc.
- ✿ Cover name brands of products.
- ✿ Clear your work area before you show your finished product.
- ✿ Show your finished product with mirror.

Posters/Charts

- ✿ Serve as a guide to you.
- ✿ Add interest to the title, topic and ideas presented.
- ✿ Focus and hold audience attention.
- ✿ Emphasize key points.
- ✿ Show comparisons.
- ✿ Summarize main thoughts.
- ✿ Should be neat and attractive.
- ✿ Use upper and lower case letters. (all capitals are hard to read)
- ✿ Use block letters. Avoid script or broken letters.
- ✿ Letters should be at least 2" in height in order to be read from 20' away.
- ✿ Should be easily read. Don't clutter or crowd with too many words/ideas. Use bullets or outline style.
- ✿ Limit the number of colors used. Easy to read colors include:
 - ✓ Black on white
 - ✓ Green on white
 - ✓ Blue on white
 - ✓ Yellow on black
- ✿ Hard to read colors include:
 - ✓ White on red
 - ✓ White on orange
 - ✓ Red on yellow
 - ✓ Green on red
- ✿ Use color for emphasis, but don't use it on everything.
- ✿ Beware that fluorescent colors can be hard on the eyes.
- ✿ Do not mix color within words.
- ✿ Let color work for you, not against you!
- ✿ At least 3 posters – Title poster, steps/supplies and a summary.
- ✿ Use heavy weight poster board.

