With 4-H Club Day just around the corner, consider the following tips as you prepare your presentations:

**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.
*Speak up.* 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.
*Stand tall and on two feet.* Having good posture can help increase self confidence. Try not to rock back and forth.
*Make posters easy to read.* Posters should not be crowded and cluttered. They should also be put in a place where everyone can see and read them.
*Remember to smile, smile, smile!* It takes fewer muscles to smile than to frown.
*Reminder:* Demonstrations and illustrated talks ask for questions and project talks do not ask for questions.

**Tips for Demonstrations and Illustrated Talks:**
*Organize all your ingredients or supplies 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.
*Food presentations: wear an apron and washable clothing. Also, remember to pull your hair back.
*Use trays to help organize your supplies.
*Use clear containers so the audience can see what you are doing.
*Use a damp cloth to wipe hands if doing a 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 a mirror.
Posters and Charts Should:

* 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.
* Have letters at least 2” in height in order to be read from 20’ away.
* Should be easily read. Don’t clutter or crowd 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.
* Be aware that fluorescent colors can be hard on the eyes.
* Do not mix color with words.
* Let color work for you, not against you!
* Have at least three posters—Title poster, steps/supplies, and a summary.
* Use heavy weight poster board.