

Morris County 4-H Club Day Presentation Tips:

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.

