

Midway Extension

District #15



Talks & Demonstrations / 4-H Club Day Handbook

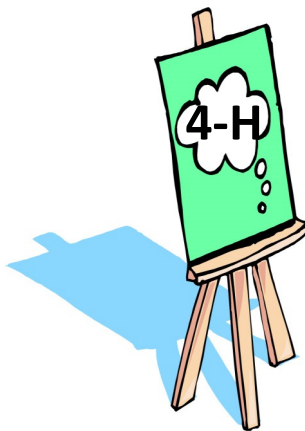
K-STATE
Research and Extension



TYPES OF PRESENTATIONS FOR MEETING PROGRAMS AND 4-H CLUB DAY

4-H members are expected to give project talks, illustrated talks or demonstrations after they have completed their first year. As 4-H'ers get older they may give a public speech.

4-H Club Day is generally held the last Sunday in February. This event gives the 4-H member the opportunity to demonstrate and inform others about their 4-H project(s). To participate in this event, you must be an enrolled member (re-enrolling members must have all enrollment requirements **complete** on or before December 1 of the current 4-H year). If this date falls on the weekend, the final deadline will be the following business day. Categories for this event include: project talk, show and tell, demonstration, illustrated talks, public speaking, talent (dances, skits, etc.), vocal solo, ensemble or chorus, instrumental solo or ensemble, plays, readings, extemporaneous speaking, resume/interview and model meetings.



PUBLIC PRESENTATIONS



Show and Tell Ages: 7-9 (Open to Cloverbuds)
Time Limit: 5 minutes ... Recommended Time: 2-3 minutes

This can be on any subject. It does not have to be 4-H or 4-H project related. Props or an object used to "show and tell" may be used. Posters are not required. Show and Tell is for members not giving a project talk or junior demonstration.

Project Talks Ages: 7-12
Time Limit: 7 minutes ... Recommended Time: 4-5 minutes

This presentation should tell about a specific project and the 4-H experience in that project. Visuals may be used but should be only as props, not to show "how" to do some portion of the project.

Junior Demonstrations/Illustrated Talks Ages: 7-12
Time Limit: 10 minutes

Senior Demonstrations/Illustrated Talks Ages: 13 and up
Time Limit: 15 minutes

Both Junior and Senior Demonstrations/Illustrated Talks may be either individual or team presentation (May be a composite group from more than one club). All necessary equipment should be provided or arranged for by the 4-H member (computer, projector, materials). Topic may be related to a project that the 4-H member is currently involved in.

So Wait...What's the Difference?!

An Illustrated Talk *tells* how to do something using posters or visual aids and a finished product may or may not be available. These may also include charts, models or power point presentations to emphasize the process.

A Demonstration *shows* how to do something by actually doing it and a finished product should be available. You should use actual materials or supplies to go through the process while giving the explanation of how to do it!

Still not sure where your presentation fit? Give the extension office a call! We can help you decide.

Extemporaneous Speaking Ages: 13 and up

Time Limit: 15 minutes ... Topic Drawn: 10 minutes ahead of scheduled time.

Potential topics could be: 4-H Promotion, Current Events, Personal Interest (hobby, sports, future plans). Judging will be on adherence to the subject, information given, organization, enunciation, articulation and delivery.



Public Speaking Ages: 13 and older

Time Limit: 15 minutes

Visuals may be used, but should be minimal. Topic: Should be original and is unlimited. Speech may be informative, persuasive, etc. Outline should be provided for the judge (ribbon deduction will apply if not provided).

ARI (Application, Resume, Interview) Ages: 13 and older

Submit at entry deadline: Application (completed for position from website), Cover Letter, Resume, and References. You will have a 15 minute interview at Club Day.

Model Meetings Participation Limits: 35 members
(Cloverbuds may participate if they are part of regular club meetings. They will receive participation ribbons.)
Time Limit: Set Up-10 minutes ... Meeting-35 minutes

Secretary will turn in minutes after model meeting to the judge along with up-to-date Secretary's book.

Model meetings should consist of:

- Roll Call
- Ceremony (optional, but encouraged)
- Reports of Committees and Officers
- Business Meeting (Unfinished and New)
 - *Consider different parliamentary actions: tabling a motion, amending a motion, discussion, different voting styles, etc.)
- Program portion: 1-2 talks/demonstrations (should have a variety of topics), recreation, song, and parliamentarian presentation.

For assistance in planning your model meeting, contact the Extension office.

Gavel Games Ages: 10-18 Members: 4 members (serve as President, Vice, Secretary and Treasurer) Do not have to be the club's elected officers. OPEN to all members.
Time Limit: 20 minutes

Gavel games is the business part of the meeting. Includes oral presentation of the meeting agenda and an exam on parliamentary procedure is scored. Participants will draw for the office that they will play and for the parliamentary problem that they are to solve.



TALENT

Each member may only participate in one vocal ensemble and one instrumental ensemble.



Vocal Ensemble Ages: 7-18

of Members: 2 or more

May be a composite group from more than one club.

2 numbers are required

- Original copies of selections with the measures numbered will be provided to the judge before the performance.
- Accompanist (if required) need not be a 4-H member
- It is recommended (not required) that selections be memorized.

Vocal Solo Ages: 7-18 (no division)

One number will be performed

- Original copy of selection with the measures numbered will be provided to the judge before the performance.
- Accompanist (if required) need not be a 4-H member
- It is recommended (not required) that selections be memorized.



Instrumental Ensemble Ages: 7-18

of Members: 2 or more

May be a composite group from more than one club.

2 numbers are required

- Original copies of selections with the measures numbered will be provided to the judge before the performance
- Accompanist (if required) need not be a 4-H member
- It is recommended (not required) that selections be memorized.

Instrumental Solo Ages: 7-18

One number will be performed.

- Original copies of selections with the measures numbered will be provided to the judge before the performance
- Accompanist (if required) need not be a 4-H member
- It is recommended (not required) that selections be memorized.



Piano Solo or Duet Ages: 7-18

of Members: 1 or 2

One number will be played

- Original copies of selections with the measures numbered will be provided to the judge before the performance.
- It is recommended (not required) that selections be memorized.

OTHER TALENT

Dance Ages: 7-18

of Members: Any number (May be a composite group from more than one club.)

Time Limit: 5 minutes

- Recording or live music may be used (Please plan to bring your own device or make arrangements for equipment to play recorded music)
- The kind of music is the choice of group (must be 4-H appropriate)
- Only 1 dance or compilation may be performed

Categories:

-**Folk Dance:** (Circle Dance, Polka, etc.)

-**Square Dance:** One Set of 4 Couples

-**Other Dance:** Tap, Ballet, Jazz, break dance, etc.



Reading Ages: Junior (7-12) Senior (13 and older)

Individual Presentation

Time Limit: 5 minutes (both divisions)

- Dramatic, Interpretative, Humorous or other type of reading
- May or may not be memorized, can be "read"

Other Talent (Novelty, Stunt, Gymnastics, Jump Rope, Puppets, etc) Ages: 7-18

of Members: No limit (May be a composite group from more than one club)

Time Limit: 5 minutes

May be **ANY** other talent, if you have questions about where your talent fits in, call the extension office!



One-Act Play

Age Limit: Any (Cloverbuds may participate, but will only be awarded participation ribbons)

of members: Any

Time Limit: 45 minutes

Set Up Time: 10 minutes

-Only one set is allowed. No set changes are allowed.

-A copy of play should be provided to the judge.

Skit/Creative Dramatics

Age Limit: Any (Cloverbuds may participate, but will only be awarded participation ribbons)

of members: Any

Time Limit: 15 minutes

Set Up Time: 5 minutes

-Designed for original plays or skits

-Copy of the Skit or script (if used) should be provided to the judge.

Age Divisions

Age is determined by age of 4-H members on January 1, of the current 4-H year. Junior Division is 7-12 and Senior division is 13 and over. Cloverbuds (ages 5-6) may take a show and tell for participation.

- ⇒ Age of the oldest participant in a group will determine if the group entry is a Jr. or Sr. group. Example: If two 4-H members are going to give a partner demonstration where one youth is 13 or older and the other is 10 the group will compete in the Sr. Division.
- ⇒ All entries will receive a blue, red, or white rating. The number of top blues selected will be based on the number allowed to go on to Regional 4-H Day. There will be at least one alternate named, two if entries are of merit.
- ⇒ All participants may be asked questions after they are finished with their entry. Members should also be prepared to consult with the judge about the performance.

Heart of Kansas Regional 4-H Day

Each local unit may have the following entries eligible to represent Midway-Ellsworth and Midway-Russell at Heart of Kansas Regional 4-H Day which is held annually at Great Bend High School.

Speaking:

Project Talks: 2
Jr. Demonstrations: 2
Sr. Demonstrations: 2
Public Speaking: 2
Extemporaneous: 2
Model Meeting: 1
Gavel Games: 1

Music (no age divisions)

Vocal solo: 1
Piano Solo: 1
Instrumental Solo: 1
Instrumental Ensemble: 1
Vocal Ensemble: 1

Talent:

Reading: 1 Junior/ 1 Senior
Skit/ Creative Dramatics: 1

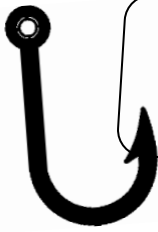
One Act Play: 1
Other Talent: 1



FACTS FOR A GOOD PRESENTATION

- ◆ **Every talk should include an opening, a body and a conclusion.**
- ◆ **Tell what you are going to talk about, talk about what you are going to talk about and tell what you talked about.**
- ◆ **Think of a “catchy title” that will get the audience’s attention.**
- ◆ **Posters that will help give your audience a visual.**
- ◆ **Prompt cards, are just notes, not your whole talk written out.**
- ◆ **No Gum, Cell Phones, Talk Loud, Make Eye Contact with Audience, Smile!**
- ◆ **Practice, Practice, Practice!!!**

- ◆ **The Opening—Gets Attention!**
 - * You can use a poem that is related to your presentation.
 - * You can use a story that catches your audience’s attention.
 - * Tell about one of your own experiences.
 - * Questions???
 - * Use a play on words.
 - * Tell what you are going to talk about.
 - * Introduce yourself (name, club, how many years in project).
- ◆ **The Body—The Main Part of Your Talk.**
 - * Use an outline form, that helps with organization.
 - * Talk about what you are going to talk about.
 - * Map out your talk.
 - * Talk about 4-6 parts about the project.
Examples: BEEF-cuts, shopping for, carcass info, products /CRAFTS-supplies, steps, uses, display/gift
- ◆ **The Summary / Conclusion**
 - * Tell what you talked about.
 - * Sum it up with a poem, story.
 - * Review supplies, steps, finished product.
 - * So the next time you _____.
 - * Ask for questions????



CATCHY TITLES

A title should catch the audience's attention!!!

It can be a play on words.

**It leaves the audience wanting to hear
what you have to talk about.**

You should ALWAYS have a Title Poster/Slide!

Where's The Beef? (Beef cuts, body parts, etc.)

And The Winner Is... (Reading Awards—Caldecott,
William Allen White)

What's Bugging You? (Entomology)

Here's a Tree, There's a Tree (Forestry)

Right on Target (Shooting Sports)

The Catch of the Day (Sports Fishing)

Buttons, Buttons, Buttons (Clothing)

Birds of a Feather Flock Together (Wildlife-birds)

Got Milk? (Nutrition)

The Purrr-fect Pet (Cat)

Is it a Bird, Is it a Plane? (Space Tech)

'Tis the Season (Foods, Holiday Craft, Gardening)

SUPPLIES NEEDED FOR GOOD TALKS

- Easel to hold posters
- Posters/Power Point
- Pointing stick of some kind or laser pointer for Power Point
- Note cards
- Table cloth that matches theme or topic
- Wash cloth, apron, hair pulled back if doing food demo
- Tray to hold supplies
- Good ATTITUDE!!!!!!



NOTE CARDS

Should be just that—note cards, not your whole speech written out! Use an outline form.

1. Introduction

- A. Have you ever wondered where hamburger comes from?
- B. Introduce yourself
- C. Today I am going to share

2. Body of Speech

- A. Beef Cuts
 - a. The wholesale cuts or primal cuts
 - 1. Round
 - 2. Loin
 - 3. Rib
 - 4. Chuck
 - 5. Fore Shank & Brisket
 - 6. Flank
 - 7. Short Plate
 - b. Others
 - 1. Ground Beef
 - 2. Cube Steak
 - 3. Cubes for Stew and Kabobs
- B. Shopping for Meat Cuts
 - a. Retail Cuts
 - b. Price
 - c. Date
- C. Carcass Grades
 - a. Prime
 - b. Choice
 - c. Select
 - d. Standard
 - e. Utility

(continued on next page)

(Outlined continued)

D. By-Products

a. Waste Products

1. Hide
2. Bones
3. Hair
4. Fats

b. List by Products

3. Conclusion

- Recap your talk, rename your beef cuts, hit the outlined items.
- Ask for questions.
- Talk to the Judge.





- ★ Plan them out before you make them.
- ★ Keep posters SIMPLE, not too much to read.
- ★ Make posters NEAT!!!
- ★ The more senses you can touch on, the better the poster.
- ★ Posters are used to draw attention to your presentation!
- ★ Be Consistent!
- ★ Consider these same ideas when preparing power point slides!
- ★

Ideas to consider to give posters PIZZAZ!!!

- Think about 3-D posters that will add excitement.
- Think of color scheme, theme to use.
- Think about interactive posters.
- Think about borders.
- Different textures (burlap, feathers, etc.)
- Use different font styles—be careful not to use too many.

PRESENTATION TRICKS THAT WILL KEEP YOU ORGANIZED!

- Use large size models so your audience can see.
- Pre-measure all but one ingredient, show how to measure that one ingredient so that the audience knows you know how to measure.
- Place glue upside down in a glass so you don't have to wait for it to come out.
- When doing a demonstration, have completed steps accomplished if there is dry time or a step takes a lot of time.
- Cover labels, as you are not promoting brand names.
- Use a tray to place all supplies on.
- Always wash your hands with a washcloth before starting a foods demonstration.



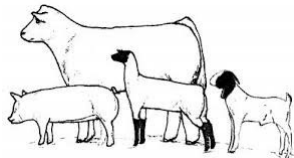
TALK AND DEMONSTRATION SUBJECTS

- * Any book report on a book read
- * William Allen White Award Books
- * Caldecott Award Books
- * How to find a book in the library
- * How to use a dictionary
- * Bug identification
- * How can we protect our forest
- * Where do rocks come from
- * Rock identification
- * Sewing box supplies
- * Buttons, buttons, buttons—different kinds of buttons
- * Different kind of guns
- * Gun safety
- * Birds around us
- * Reptiles and amphibians
- * Endangered species
- * Fish identification
- * Fishing supplies
- * How to make a fish lure
- * Boat safety
- * Bicycle safety
- * Plant identification
- * Battery and bulb electricity
- * How to fix a frayed extension cord
- * Magnet fun
- * Rocket parts
- * How to assemble a rocket
- * Woodworking tools
- * How to build a birdhouse
- * What should be in a first aid kit
- * Care of horse hooves
- * Horse breeds
- * Parts of a saddle



TALK AND DEMONSTRATION SUBJECTS

- * How to make a rope halter
- * Meat cuts
- * Beef body parts
- * Beef show supplies
- * Dairy breeds
- * Sheep breeds
- * Dog breeds
- * Dog agility demonstration
- * Dog showmanship
- * How to care for _____
- * Different kinds of feathers
- * Eggs
- * Rabbit colors
- * Ear notching a pig
- * Livestock families (bull, cow, steer)
- * Different kinds of fabric
- * How to read a care label
- * Different hand stitches
- * How to measure for a pattern
- * Organizing a closet
- * Fashion—past, present and future
- * Cooking utensils
- * How to read a food label
- * Food pyramid
- * Different ways to store foods
- * How to measure food
- * Food safety tips
- * Wool winding supplies
- * Different phases of ceramics
- * My family tree
- * Crafts
- * Camera parts
- * How to focus a photo



TALK AND DEMONSTRATION SUBJECTS

- * Different kinds of cameras
- * Camera history
- * Bicycle parts
- * How to properly hook a seatbelt
- * Make cookies
- * How to polish your shoes
- * How to sort laundry
- * How to model
- * How to complete your outfit
- * Beaded bracelets
- * How to align your sites
- * How to recycle
- * My _____ Project



ADDITIONAL RESOURCES

Tip sheets on the following subjects are available at:
<http://www.kansas4-h.org/projects/personal-development/communications.html>

- ◇ Kansas 4-H Presentation Overview
- ◇ 4-H Project Talks
- ◇ 4-H Project Talk Scoresheet
- ◇ 4-H Demonstrations
- ◇ 4-H Illustrated Talks
- ◇ 4-H Demonstration & Illustrated Talk Planning Form
- ◇ 4-H Demonstration & Illustrated Talk Scoresheet
- ◇ 4-H Public Speaking
- ◇ 4-H Public Speaking Record
- ◇ 4-H Public Speaking Scoresheet
- ◇ 4-H Presentation Brainstorming Activity
- ◇ 4-H Effective Presentation Tips
- ◇ 4-H Preparing and Using Visual Aids
- ◇ Kansas 4-H Generic Record Form



NOTES:



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