

Spelling

Make sure EVERY word is spelled correctly. Including those tough word forms like “your/you’re, there/their, etc. Ask others to proof read for you, BEFORE you put the lettering on your board.

Introduction

An introduction is required. This is a sample of the information you should include in your introduction, but word it to make it personal and interesting:

“My name is _____. This is my _____ year in 4-H. My presentation is about _____. This is my (1st, 2nd, 3rd, etc.) Presentation. I’ll be telling you about _____ because _____.

It is most common to have the front or title board behind you as you introduce yourself.

Summary

A summary is required. Don’t just stop talking. Briefly recap MAIN POINTS ONLY.



Conclusion

A conclusion is different from your summary and required. “This concludes my talk” or something to let the judge know for certain that you are ending.

References

You need to say where you got your information, but it is **not** required that you bring your resources. Many people list them on a board. “My information came from...” or “my references were...” and include people who helped you:

“My references were ____ (book), ____ (4-H publication), _____ websites, and my project leader _____.”

End with:

“Are there any questions?”



Helpful Hints

- * PRACTICE! PRACTICE! PRACTICE!, so that you’re comfortable with your material. Practice on your parents, your siblings, your fellow 4-H’ers, your neighbors, your cat or dog or parakeet--anyone who will listen!
- * Don’t memorize your talk, but don’t read it either. Use note cards to refer to but don’t read from them.
- * Dress neatly; “dressing up” is not required. An outfit related to your topic, if appropriate, is good, but not required.
 - * If giving a food demonstration, make sure long hair is pulled back .
- * Avoid turning your back to your audience. When you must gesture to your board or change boards, stop talking so your words don’t get lost.

* Speak S L O W L Y * * Be loud and clear *

* Look at your audience. They are interested in what you have to say! *

* Do your best not to “fidget” *

* Do NOT NOT NOT chew gum! *

* Try to R E L A X! *

Remember to

smile!