



4KA-03PO
Kentucky 4-H Communications Program

4-H Demonstrations



Preparing you for your future!

Do you like to speak in front of a group? Do you like to teach others how to do things? Would you like to learn the skills and gain the confidence to be an outstanding public speaker? Then you should participate in the Kentucky 4-H Communications Program! 4-H members can learn how to prepare and present a speech on any topic they feel passionate about. Or, if you are a more hands-on person, you can learn to give a demonstration, a “how to” presentation in which you will teach someone how to do something using posters and other props.

What is a demonstration?

A **demonstration** is a method used to communicate an idea by showing and telling. Demonstrations should be 5 to 15 minutes long for both junior and senior 4-H members. Visual aids are used to enhance the presentation.

Preparation

The following steps will help you prepare to give a demonstration.

- **Choose a topic.** Find a subject that you know something about or that is of interest to you. Make sure your topic is not too broad.
- **Select a Title.** Think of a title that relates to the subject and is catchy, original and short. It should suggest the subject without telling the whole story.
- **Collect information.** Think about what you already know about your topic. What examples do you know that will illustrate your demonstration? Is there a poem, a song, or a joke that you can use to make a point clear? Why is the topic important?
- **Organize materials.** Separate your materials and ideas into three parts: introduction, body and conclusion. Use the **4-H Demonstration Guide** at the end of this publication.
 - **Introduction.** Get the attention of your audience, make them want to listen, inform them of your subject and show them how the subject concerns you. Tell a story or joke, or read a quote. Tell the audience what you are going to demonstrate and why that topic is important to them.

Look directly into the eyes of your audience during your demonstration.

- **Body.** Select two or three main points and explain each point. Use accurate and up-to-date information. Arrange key steps in logical order.
- **Conclusion.** Briefly restate your main ideas. Leave your audience with an attention-grabbing statement, question or wrap-up thought. Ask audience if they have any questions.
- **Make note cards.** Do not write your entire demonstration on cards. Have only the main points and key words written down. Note cards should help you organize your speech but should not be a distraction.
- **Create visual aids.** Make sure that your aids are easy to read and add interest to your project.
- **Practice!** Give your demonstration in front of a mirror and in front of friends and family.

Delivery

- **Eye Contact.** Look directly into the eyes of your audience during your demonstration. Look at people in various parts of the audience.
- **Posture.** Stand in a comfortable position with your feet several inches apart and your back straight.
- **Voice.** Speak loudly and clearly enough for all to hear. Try to sound conversational. Do not yell or talk too softly.
- **Gesture.** When using gestures, try to be natural and relaxed.
- **Emphasis.** Pause just before and after an important point. You may also change your tone of voice.
- **Quotations.** Give full credit to your source and pause before and after so the audience knows where the quote begins and ends.
- **Notes.** Do not write your entire demonstration on cards. Do not read from your note cards! Refer to your cards for the main points you want to make.
- **Attire.** Dress appropriately for your audience and topic.
- **Visual Aids.** The more equipment, extension cords, utensils and other materials you use, the more you must practice and experiment. The following suggestions will help you plan your demonstration.
 - Select the best possible piece of equipment for the job and make sure that it is in good working order.
 - Arrange each piece of equipment in the order you plan to use it.
 - Make sure your audience can see all visual aids.
 - Be careful not to let equipment or supplies block the line of vision between your audience and your hands.
 - If you plan to use posters as a way of adding visual interest, limit the number to 3 to 5. Ask yourself:
 - » Do my posters add interest and excitement to my demonstration?
 - » Are the words large enough (at least 1 inch high) for those at the back of the room to see?
 - » Does each poster have one main idea?
 - » Do my posters make my demonstration more interesting and easier to understand?
 - » Are my posters on heavy cardboard that will not buckle or bend?
 - » Are my posters colorful?
 - Think about using posters with:
 - » Your title
 - » Key points
 - » Listing of ingredients or materials
 - » Summary



Practice, Practice, Practice!

As you practice your speech or demonstration, ask your leader, teacher or family to evaluate it using the checklist below.

- Dress clean, neat, and appropriate
- Posture erect but not stiff
- Gestures poised and natural
- Voice easily heard
- Voice expressive
- Introduction interesting, brief and gives purpose
- Body of demonstration well organized in logical order
- Eye contact with the audience

- Correct grammar and vocabulary
- Notes do not distract
- Demonstration flows smoothly from one point to the next
- Subject matter accurate and up to date
- Suitable for age
- Equipment, charts and visuals easy to follow and appealing
- Procedures visible to entire audience
- Talk while working, leaving no awkward silences

Contact your County Extension Agent for 4-H Youth Development for more information on the 4-H Communications Program!

Adapted by Jennifer Tackett from Speak Up! Kentucky 4-H Talk Meet (4KA-01PB) by Jann Burks and Would You Like to Do a 4-H Demonstration? (4KA-02PA) by Anna B. Lucas and Susannah Denomme.

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4-H Demonstration Planning Guide

Title _____

Introduction

Introduce your subject using a story, quote, or joke. Should be short and designed to get the attention of your audience. Tell the audience what you are going to demonstrate and why that topic is important to them.

Body

The body is the most important part of your demonstration. Review key points and materials. This is the “how to” portion of the demonstration

Conclusion

Summarize your main points. Use a story or quote to express your point. Finish strong with an attention-grabbing statement, question or wrap-up thought!
