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# Let's Demonstrate!

It's a good way to share  
what you've learned in your 4-H project.

You can learn even more about something  
if you share what you know.

It helps you learn to be  
more poised and confident.

You can learn to express  
yourself more easily.

It's fun to do!

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## What Is a Demonstration or Illustrated Talk?

Did you ever teach someone how to ride a skateboard? Or tie a shoe? Or stitch a seam? Or saddle a horse? That's a demonstration. Demonstrations are just showing and telling someone else how to do something.

Did you ever show someone your vacation pictures and souvenirs, or help a classmate with math problems? Then you've done an illustrated talk. For illustrated talk, you use maps, charts, posters, graphs, pictures, slides or models to explain what you're saying.


Maybe you've shown someone how to put a model rocket together and used the instruction book to help you explain what to do. That's part demonstration and part illustrated talk.





## HOW TO START

Your 4-H club or project groups are good places to present demonstrations. Think of something you like to do, or something you've learned that you'd like to share with the other 4-H'ers in your group.



- What do you do at home that you'd like to show others?
  - Gather all possible information about your project. List ideas for demonstrations from the material.
  - Read a magazine related to your project; list ideas you gather.
  - What is the most current information within your project?
  - What do you need to do to fulfill your project objectives?
  - Think of a long demonstration like "How to Make a Lamp" or "How to make a Dress." List the short demonstrations included within this board topic.
  - Think of the things you want to learn this year.
  - Think of the things you feel you do very well and would like to teach others.
  - Think of things that younger members would like to learn this year.
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# DEVELOPING A 4-H PREPARED ORAL PRESENTATION



Steps in planning the presentation are:

1. *Select a topic*
  2. *Gather information*
  3. *Organize the Presentation*
  4. *Prepare the Presentation*
  5. *Choose equipment and visuals, and*
  6. *Practice delivery*
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## SELECT A TOPIC


The topic should fit the interests, experience or knowledge, and skill of the 4-H member. It should seem exciting, not dull, challenging and not routine.

If you are having trouble thinking of a topic, check with your 4-H leaders. They can help you think of things you can present.

## KEEP GOING! And . . .

Gather all the information you can about the topic you select. Think about all the people and places you could visit to learn more about your topic. Where can you get what you need to know and show for your demonstration? Could you find what you need at a grocery store? Or by talk to a farmer? Or at a crafts fair? AT your county 4-H office? What about the library? Or do you need to write to a company for information?

Did you say that you couldn't find enough information on what you wanted to demonstrate? And you've talked to everyone you think could help? If that's the case, you may want to select another idea.



## GET IT TOGETHER!

### IT'S EASY AS 1 - 2 - 3 - 4!

After you have selected your topic and gathered the information, it's time to get it together. Don't worry about the title of your talk yet. You will probably get a great idea for a title as you work on your demonstration. When you do choose your title keep in mind that it's your first opportunity to capture and gain the attention of the audience. Titles that are most effective are short and descriptive. A title should suggest the subject without telling the whole story. Every demonstration or illustrated talk should have a title poster to introduce the audience to the presentation.

## ORGANIZE THE PRESENTATION

After gathering information, formulate a plan for the presentation. Follow these guidelines:

- List the important steps and processes.
- Arrange the steps in logical order.
- Outline the main thoughts or ideas about each step.
- List the materials and equipment needed for each step.
- Plan posters or visuals that will add to the presentation.



# LET'S LOOK AT THE FOUR PARTS OF A DEMONSTRATION:

## 1. Introduction

At the beginning, or introduction, you need to make a good impression. You have a chance to really grab the interest of the audience. Be as original, interesting and brief as possible. Which way is better?

"I'm going to show you how to grow houseplants from these vegetable tops and seeds that you would usually throw away."

"I've been down in the dumps lately, just looking for seeds and vegetable tops that you might have thrown away. I grow houseplants from them - and you can too!"

A question to the audience, a story, a fact, statement, problem or a quotation may do the trick. Be sure the introduction leads into the body of the presentation in a way that the audience will want to listen and will know what the presentation is about.






## 2. Body

The middle, or body, is the “meat” of the demonstration. That’s when you actually demonstrate or show what you came to do. If you’re going to demonstrate how to grow houseplants from garbage, these might be things you’ll want to discuss:

- Selecting good garbage
- Selecting containers and soil
- Planting the garbage
- Caring for houseplants

Of course, you’ll want to fill in the information from your selected topic. You will need to decide if you want actual objects or visual aids, or both, in your demonstration.

### *HINTS . . .*

- Include only enough explanation for each step to fill the action time.
  - Avoid “you” statements such as “You add the garbage...” Instead, practice statements such as “Next add the garbage...”
  - Be certain the audience sees each step.
  - Keep the work area organized as the presentation progresses.
  - Incorporate visual aids and posters only when necessary to help the audience better understand the presentation.
  - If the demonstration cannot be completed within the allotted time because of things like baking time, paint drying, etc., have materials prepared ahead that show the various steps of the process.
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### 3. Conclusion

By the end of conclusion of your demonstration, you want to have the audience so excited that they will want to know more, or maybe even go out and do what you have shown them. Which is the best ending for a demonstration?


“Today, I have told you how to select plants, containers and soil, and plant and care for plants from garbage. I hope that I have helped you.” OR

“There’s a world of houseplants in your garbage, and they won’t cost you a penny. Now that I’ve shown you how to grow them, why not go home and try it? You don’t have a thing to lose!”

#### *HINTS . . .*

- This is the last chance to leave the audience with the main points of the presentation.
- Be brief and to the point.
- Do not introduce any new material in the conclusion.
- Attractively display the finished product or completed task.

Did we say there are four parts to a demonstration? Of course! And this part is when that research you did on your demonstration is going to pay off again!



## 4. Questions

Questions and answers are the fourth part. Be calm, be cool and be prepared for something like this:

Audience: Which plants from garbage grow best?

You: I've had better luck with carrot tops than with anything else, but you may find that avocado pits are easier for you.

What if you can't answer?

Audience: Can you tell me how the nitrogen in the soil affects the growth of avocado seeds?

You: I'm sorry, I do not know the answer to that question.

### *HINTS . . .*

- It is best to restate the question so everyone can hear it before responding.
- Speak loudly and clearly in response to any questions.



## EQUIPMENT AND VISUALS

Everything visual you use in your demonstration should:

- Attract attention
- Be simple and neat
- Serve a real purpose
- Be easy to use
- See easily seen
- Fit smoothly into the presentation

Practice with your visuals or equipment so that you work with ease. Pre-measure the ingredients you will use. Use trays to organize supplies. Set them aside when you are no longer using them.

## PRACTICE FOR SUCCESS

Practice is essential to presenting a convincing and effective demonstration or illustrated talk. With practice the confidence of the presenter will be evident and the audience will enjoy the presentation.

Practice helps you remain organized during the presentation. Know which piece of equipment and which chart will be used at each point in the presentation.



## MORE TIPS

- Speak loudly and distinctly enough to be heard, and use good grammar.
- If you make a mistake and you think people will notice, apologize and go on.
- Dress comfortably, but attractively. Smile and stand tall.
- Make sure your information is up-to-date.


## NOW, GO FOR IT!

*Here's an outline form you can use for planning your demonstration.*

Title of Demonstration:

How I plan to introduce my demonstration (*write two or three statements you would use in your introduction*):





Equipment and supplies needed:

Main points I will cover:

How I plan to end my demonstration (*list two or three of the most important points to be remembered*):

What information should be on posters?

Questions that may be asked about my demonstration:



# FORMAL DEMONSTRATION/ILLUSTRATED TALK EVALUATION

**Name:** \_\_\_\_\_

**Title of Demonstration:** \_\_\_\_\_

**Age Division:**    \_\_\_ 9-10    \_\_\_ 11-13    \_\_\_ 14 & over

Evaluation Area	VG	G	F	P	Comments . . .
Introduction ( <i>interesting, short, complete</i> )					
Topic ( <i>worthwhile, practical</i> )					
Appearance ( <i>appropriately dressed, good posture</i> )					
Voice ( <i>friendly, confident, easy to hear, speaks clearly &amp; distinctly</i> )					
Presentation of Subject Matter ( <i>easy to understand &amp; good grammar, well organized, accurate, stresses main ideas, talks directly to audience, answers questions well</i> )					
Visual-Aids ( <i>easy to see, support presentation, coordinates visuals with speech</i> )					
Workmanship ( <i>demonstration area neat, division of responsibility if a team</i> )					
Audience Involvement ( <i>interest held</i> )					
Conclusion ( <i>summarized important points, closing definite</i> )					

\* VG—Very Good; G—Good; F—Fair; P—Poor

**Questions or Further Comments:** \_\_\_\_\_

**Judge's Comments:** \_\_\_\_\_

**Placing:**    \_\_\_ Blue    \_\_\_ Red    \_\_\_ White    \_\_\_ Pink

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Adapted for use in Columbia County by Karen Nelson, 4-H Youth Development Educator  
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