4-H Demonstration or Illustrated Talk Outline Planning Form

Subject Matter or Topic: ____________________________________________
________________________________________________________________
________________________________________________________________

Short Title: ____________________________________________________________________________________________________

Introduction (10%) is an attention grabber. Ask a question, show a unique object or picture, tell a startling fact, make a challenging statement, tell a short story or show a finished product. __________________________________________
________________________________________________________________________
________________________________________________________________________

Body (80%) includes the most important information. Follow the steps below:

A. Do:
List step or procedure #1. ____________________________________________
List step or procedure #2. ____________________________________________
List step or procedure #3. ____________________________________________
List step or procedure #4. ____________________________________________
List step or procedure #5. ____________________________________________

B. Say:
One, two or three sentences for step #1. ________________________________
____________________________________________________________________
One, two or three sentences for step #2. ________________________________
____________________________________________________________________
One, two or three sentences for step #3. ________________________________
____________________________________________________________________
One, two or three sentences for step #4. ________________________________
____________________________________________________________________
One, two or three sentences for step #5. ________________________________
____________________________________________________________________
C. Equipment and Visuals:
List equipment/visuals needed to do step #1. _____________________________________
List equipment/visuals needed to do step #2. _____________________________________
List equipment/visuals needed to do step #3. _____________________________________
List equipment/visuals needed to do step #4. _____________________________________
List equipment/visuals needed to do step #5. _____________________________________

D. Why:
Tell why you did step 1 this way. ________________________________________
Tell why you did step 2 this way. ________________________________________
Tell why you did step 3 this way. ________________________________________
Tell why you did step 4 this way. ________________________________________
Tell why you did step 5 this way. ________________________________________

Follow this same procedure until you have completed the body of the demonstration or illustrated talk. The number of items listed depends on the type and length of presentation.

Summary/Conclusion (10%) quickly recaps the main points of the presentation.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Other resources to help you

4-H Communication Fact Sheets: 4H980 4-H Demonstrations
4H975 Kansas 4-H Project Talk Scoresheet 4H982 4-H Illustrated Talks
4H976 Kansas 4-H Demonstration and Illustrated Talk Scoresheet 4H983 4-H Public Speaking
4H977 Kansas 4-H Public Speaking Scoresheet 4H984 Effective Presentation Tips
4H978 Kansas 4-H Presentation Overview 4H985 Preparing and Using Visual Aids
4H979 4-H Project Talks 4H986 Presentation Brainstorming Activity

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