November 1, 2014

Dear 4-H Club Leaders and 4-H Families:

All 4-H members are invited to participate in this valuable 4-H experience, the Public Presentations program. Youth who participate learn a lot about their subject. They also learn to organize a talk and express themselves to an audience, skills that will be very useful to them in the future.

A Public Presentations Workshop is planned as part of the 4-H Leadership Conference on November 15th at URI, Kingston. Leaders can also contact me at the 4-H office to borrow public speaking resources and materials.

4-H Public Presentation District Competitions*

As always, youth have the choice to talk about the subject of their choosing. Plan a Public Speech, Illustrated Talk, Demonstration or Creative Communication presentation following the 4-H guidelines for public presentations.

Members should plan to give their presentation at one of the following contests:
1. Saturday, January 24th, 9 A.M., Coventry High School, Reservoir Rd, Coventry, RI 02816
2. Friday, January 30, 4:30pm or 6 P.M., Portsmouth High School, Education Lane, Portsmouth, RI 02871
3. Saturday Feb 7, 9 am, Smithfield High School, 90 Pleasant View Ave, Smithfield, RI 0291

**Contest registration is due by 1/18/15. Please visit the 4-H website for online sign-up.**

*In the case that fewer than 10 presentations are registered for a district contest, that contest will be cancelled.*

See the attached Program Guidelines and Rules for all the information on preparing for the competitions.

Sincerely,

Heidi A. Wright
URI 4-H Program Coordinator

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2015 4-H Public Presentation Program

RULES AND GUIDELINES

All 4-H members should plan to participate in some phase of public presentations to build skills and confidence necessary in many aspects of life. 4-H members can talk on any topic, but must choose a different topic and title each year. Holding a club training in public presentations or attending a state-wide training is encouraged.

The Categories:
1. **Public Speaking**: This is a talk presented without visual or other aids. Notes are allowed but don’t read the speech. The purpose of this more formal talk is to inform, to persuade, to entertain, to stimulate action or further interest in a topic of your choice. It may contain more quotations, humor or imagery than other presentation forms.
2. **Demonstrations** (Show How) In this type of presentation, the 4-H Club Member will prepare a show how (to make, to do, to prepare) type of presentation on a selected topic. Ex.: (a) How to do more on your computer, (b) How to show a dog, or sheep, chicken, etc., (c) How to catch fish in fresh water. Includes how to play a guitar, dance, act, tell jokes, juggle, etc. If you do a demonstration on a food preparation see the rules below.
3. **Illustrated Talk** (Visual Presentations) This is a speech presented with the use of visual aids, such as charts, pictures, posters, graphs, samples, models, etc. The 4-H member uses the visual aids to tell about the topic. He/she does not show how to make something. Example: Using pictures and graphs, a 4-H member might talk about some snacks as a part of good nutrition, or breeds of horses, etc. Using a variety of visual aids, a 4-H member might tell us about a hobby, or a book or movie, like Harry Potter or Dr. Seuss, or some other interest.
4. **Creative Communication**: This is a presentation that is normally something you would do on a stage. It does not fit in 1, 2 or 3. It can include, but is not limited to, stand-up comedy, storytelling, drama, debate, or presentations using puppets, skits, clowning, poetry, singing, music, etc. If you want to show how it is performed, your presentation is a demonstration, not in this category! As in the other categories, you must bring everything you need for your presentation. Presenters should be careful not to include unacceptable put-downs of individuals or groups.

*Demonstrations and Creative Communications are good choices if you are also interested in going to the 2 day New England Center Activity at the Eastern States Exposition in September. Choose a working demonstration that educates the public and can be done in a booth, or a demonstration or creative communication that you can do on a stage.

Age Divisions and Teams:
Youth may participate in the public presentation contests as an individual presenter, with a partner or with a team. Be sure to read all the rules on age divisions and teams.

**CLOVER BUD DIVISION**: Members 5, 6 and 7 as of January 1st. Clover Buds can participate and receive a participation (green) ribbon at district competitions only. Clover bud members will not be scored. Only positive comments will be made by the judges. Clover buds are NOT eligible for the state contest. Presentation should be under 5 minutes long.

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JUNIOR DIVISION: 4-H Members 8-13 years of age as of January 1st. All Presentations 3 to 10 minutes
SENIOR DIVISION: 4-H Members 14-18 years of age as of January 1st. All Presentations 5 to 10 minutes
TEAMS- Some members may find it appropriate to make their presentation as a team. Team members
will be scored together on the same score sheet but will each receive their own ribbon. At the State
Contest team winners will share cash awards.
MIXED DIVISION TEAMS: In the case that a team presentation has Cloverbud members the entire
team will not be judged, Cloverbud division rules apply. In the case, a team is a mix of Juniors and
Seniors and no Cloverbuds, the team will be judged as Seniors.

Food Demonstrations: General Rules

1. Appearance: 4-H Foods Demonstrator should wear some type of head covering, an apron,
no long sleeves or sweaters, no jewelry, everything washable.
2. Bring a good copy of the recipe for the Judges!
3. Make sure that you end up with a final product, or make one ahead of time and bring it
along.
4. All Foods demonstrations should include nutrition information about the food being
prepared and how it fits into the daily diet.
**Tip: Trays for ingredients and utensils are helpful: Clear glass bowls are recommended.
Make sure you know how to use all equipment.

Scoring:
Score Sheets will be used for all rooms. One set of 2 or 3 judges will judge all the presentations in their
assigned room.
• One point will be deducted for each minute over the maximum time limit.
• Two points will be deducted for each minute under the minimum time limit.
• Participants are scored on their performance based on their age and experience, not in
comparison to the other participants. Following the guidelines below will help prepare
the participant for the contest.

HOW THE 4-H MEMBER WILL BE EVALUATED:

I. The Participant - Appearance, Manner, Voice, Posture, & Eye Contact: Look neat and clean.
DRESS APPROPRIATELY for the presentation you are doing. Dress shirt or blouse and slacks
are recommended, however, if this does not fit with your topic, appropriate clothes to fit the
presentation may be worn. (i.e. Skiing attire would be appropriate for a talk on How to Downhill
Ski) Jeans and t-shirts are not appropriate attire. Excessive jewelry should not be worn in any
demonstration and all clothing should be washable! Hands and nails should be clean and hair
should be combed and neat. DO NOT chew gum or eat anything during your presentation unless
it is Creative Communications where your character is doing these things.
Manner: Be friendly, but business-like. Set up your own equipment quickly and efficiently. The
Room Moderator may assist you if you need help. Be direct and poised! Be interested in what
you are doing...and show it!
Voice: Speak LOUDLY...for entire audience to hear. Speak SLOWLY! Remember, when you
are a little nervous, you will tend to speak more rapidly. Always use proper grammar and
vocabulary. Try to overcome your bad speaking habits, like using "umm" or not speaking

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clearly, etc.

**Posture:** Stand nice and tall on both feet. It's good to take some steps as you are talking, if that is comfortable for you. Shifting from one foot to the other in the same location is not desired. Don't lean on the table or desk. Keep hands away from face and hair.

**Eye Contact:** As you are talking look at the people in your audience. The best speakers try to make eye contact with as many people as they can as they are talking. Referring to your notes is fine, but reading your speech is NOT a good idea. If you have your presentations memorized and have practiced a lot you will be more likely to make better eye contact with the audience.

II. The Introduction - **Attention of Audience Gained/Objectives outlined** ...

...YOU WILL INTRODUCE YOURSELF; include your name, age, 4-H club or special interest group, years in 4-H, title of presentation, etc. This introduction will count as part of your presentation time limits, so the timekeeper will start keeping track of time as soon as you begin. Arouse the attention of your audience. Have an attention-getter that relates in some way to your talk. You could use one of the following: 1. Story, anecdote, or joke. 2. Personal reference: If an incident in your own life relates to your topic, use this in your introduction. You could also use an incident in the life of someone in the audience if you ask them in advance. With Creative Communication you could say, for instance, how you got started with this activity, or why you happened to take lessons on the musical instrument you are going to play. 3. Rhetorical question: This is a question asked by the speaker to arouse interest. An answer is not expected. 4. Quotations: Short, appropriate quotations from literature or from speeches of great or famous people can add dramatically to your introduction. Now that you have the attention of the audience, state the purpose/objectives of the presentation: what is to be done, talked about, or presented and what you want to accomplish.

III. The Body - It is the time to give your performance. With Creative Communication you tell your story, do your skit, dance, sing, etc. For other types of presentations now is the time to make your major points in an organized manner, such as: by categories, structurally, step by step, or from simple to complex ...or as they happened chronologically by date and/or time. Remember, in a speech the purpose is to entertain, to praise, to dedicate, to teach, or to persuade an audience (to your viewpoint). Use strong supporting statements (statistics, facts, case studies, etc.) to strengthen your major points. An important consideration when you are doing a presentation is to select one topic and stay with it. Make sure your information is accurate and up-to-date. Keep a list of your sources and refer to them in your speech and for answers to questions from the audience. Remember, NO visuals with public speaking. Know what you are talking about and don't intentionally mislead the audience. Practice until the presentation goes smoothly and easily. For Demonstrations and Illustrated talks use an orderly process in presenting your talk. Give careful thought to your presentation and planning. If you progress structurally, follow a logical order with each step based on the step before. Tell the audience the reason for each step. Present each step in a clear and simple way the audience can understand. Use visual aids to make information clear or to show the audience what you are doing. Know your subject and the skills it requires. Practice! Make sure you know how to use the equipment. Do your visuals support what you are doing or help to explain the subject? In a show-how demonstration, hold the item up from time to time, or at each completed step. Tell them what you are going to do, and do your best to make sure your purpose has been carried out. If it doesn't go as planned, ask for help with equipment, visuals, and/or offer a possible explanation.
IV. Handling Materials and Equipment: You are responsible for bringing everything you need for your presentation. Room monitors will have tape to attach posters, etc. to the blackboard or wall in the front of the room. You will have a small table available for your use. Make sure your equipment is clean and appropriate for the type of presentation you are giving. Be neat and orderly. You may want to use trays to keep your equipment in the right place at the right time. Keep your work area clear of unnecessary items. Keep materials in front of you or to the side, so the audience can see what you are doing. Bring a tablecloth, paper towels, sponges, etc. for keeping hands and work area clean. In a demonstration, talk while you work; share facts, personal experiences, etc.

Visuals and Props: Posters are not required in demonstrations or illustrated talks. If you decide to use posters, all lettering and other artwork should be your own work. Illustrated talks DO require some visual aids. These could be charts, pictures, graphs, samples, models, posters, slides, overheads, etc. Keep your visuals simple in design. Make sure your pictures, lettering, etc. are large enough to see or read from a distance. Posters with lettering of at least 2 inches in height and line thickness of about ¼ inch are generally a good size for the audience to read in relation to the room size and audience distance from the speaker. (assuming good light, good eyes, and good color). Photographs should be matte finish, and large enough so the entire audience can see them. Black on white and navy blue on white are good colors for posters but black on yellow, black on orange and yellow-orange on navy blue are even better for visibility. Don't try to squeeze everything onto one visual aid. If you have a lot of information, put it on two or more posters or charts. Your visuals should not duplicate what you are going to say. However, posters or flip charts can reinforce the main points and/or aid in the explanation of the most important points. Do not stand in front of or block your visuals. It can be helpful to use a pointer or ruler to draw attention to an item on your poster. Neat and clean visuals reflect well on you and your presentation; sloppy visuals do not.

Quality of the final product – Demonstrations: The final product should be completed by the end of the demonstration or constructed in advance. Make sure the final product is well made, and is clearly visible to the audience after you have gone through all the steps.

V. Summary & Conclusion - Were the objectives achieved? Was there an audience reaction? For Creative Communications the objective might be audience enjoyment, or making the audience think about a topic, without you actually saying it. In Creative Communications if you have to say what your purpose was, it may not have been successful. In other presentations reemphasize the main points. Be concise and to the point! Tell how you have benefited and how the audience might benefit from this presentation. Be sure to summarize the talk. Try to stimulate the audience by what you have learned from this presentation. (In a food demonstration offer the judges a taste of the finished product.). QUESTIONS: At the end of the presentation, ask if there are any questions. When a question is asked, first repeat the question to be sure everyone heard it. Then, answer them as well as you can. If you do not know the answer, don't be afraid to say so, and refer the questioner to one of your resources.

Practice – Practice – Practice!...your presentation as often as you can prior to the contest. Give your presentation at home to a parent, friend and/or brother or sister, and also at one of your 4-H club meetings. On the day of the contest, relax and have a good time. See the other presentations.

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Multiple Presentations
4-H members may do more than one presentation although it is not recommended. If they do more than one, it is the 4-H members' responsibility to visit each room’s moderator to schedule when they will do each presentation before the competition begins.

Awards
**RIBBONS WILL GO TO ALL PARTICIPANTS.**
Blue ribbons awarded to those receiving 85 to 100 points.
Red ribbons for those receiving 70 to 84 points;
White ribbons for those receiving less than 70 points.
Green Participation Ribbons for Cloverbud participants

Participants (8 yrs and up as of Jan. 1) who earn an average score of 90 points or higher will be eligible to compete at the State Public Presentation Contest at URI. Those that are eligible will be given a letter with the information for state competition.

**SPECIAL AWARDS AT THE STATE CONTEST** - Sponsored by the RI 4-H Club Foundation.

The 3 highest scorers in each category will receive a monetary prize in addition to ribbon awards.

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**2015 RI 4-H Horse Public Presentation:**

RI 4-H will once again offer the opportunity for 4-H members (at least 14 yrs as of Jan 1) to compete at the Regional Horse Competition in Fall, 2015. It may seem like a long way away but we want to start preparing you NOW! It is important to note: You DO NOT have to be in a horse club, ride horses, or own a horse to write a speech that is related to the horse industry!
This opportunity is open to everyone.

**STEP 1:** If you are interested, here are the requirements:
You must compete at the District and State Communications Contests with (here is the important part) A TOPIC RELATED TO THE HORSE INDUSTRY. There are an infinite number of speech topics to choose from – so talk with your leader or contact the State 4-H Office and we will help.

**STEP 2:** How to be chosen:

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
If you would like to be considered, please let us know when you register at the District Contest. You will compete in a specific room at the State Contest only. This room will contain all of the other 4-H teens who are competing for Regionals. The categories that you may choose to compete in are Public Speaking, Individual Presentation (Demonstration or Illustrated Talk) or Team Presentation (2 people per team). Remember: You must have a topic related to the horse that you present at the District and State Communications Contests (you must score a 90 or above to go to the State Competition and score a 90 or above at State to be considered for Regionals). If you have questions or need help with a topic, contact marciam@uri.edu.