

Public Speaking

Purpose of Public Speaking

Public Speaking will help the youth:

- Acquire and relate subject matter knowledge
- Learn to organize their ideas in a clear manner
- Develop self-confidence about their abilities and skills
- Develop and display physical skills
- Develop specific public speaking skills

Public Speaking for Younger Youth

As a child begins to develop their public speaking abilities emphasis should be on gaining self-confidence and sharing with others. Encourage participation; don't push. Let them see it is fun. Sometimes a reminder that show-n-tell is a form of a demonstration can be reassuring.

In the beginning you will need to lead them through the steps in preparing an oral presentation:

- 1) selecting a topic
- 2) researching the subject
- 3) collecting any necessary materials or equipment
- 4) organizing subject matter
- 5) writing the introduction and conclusion
- 6) presentation

Have youth answer these questions when selecting a topic to present. Can I do it in four to six minutes? Am I interested in it? Is it a part of my project work? Is it useful to others? Does it have enough action? Can I do it well? (See brochure - "Preparing My 4-H Presentation"). Be sure that the topic is suitable for the member's interests and abilities.

As the 4-Her begins to research the subject it is important that they choose viable sources supported by research. This process teaches the child to become an educated and critical consumer of reliable information and its source. Being able to site the source in the presentation adds credibility to the information.

Encourage a lot of practice as a way of building confidence. Have them practice for teen leaders, friends and family before presenting to their club members.

Public Speaking for Older Youth

When 4-H'ers are in their teens, you need to find different ways of working with them and helping them to mature. Teenagers will require almost total freedom to plan and present their presentation. Be available to coach and mentor upon request. Be aware that inexperienced older youth will need more support and encouragement because they will not want to be embarrassed when with their peers.

Teenagers have definite ideas as to the direction they would like to take and will want to choose their own subject and do most of the work independently. You can help best by asking them some leading questions. "What is important to you - health education, environmental issues, leisure activities, etc.? What special interests or concerns do you have? What have you done in leadership projects or with youth as a teen leader?"

There are several types of public speaking suitable for teens. The older 4-H member could show a key step in an involved process and use visual aids to show advantages and disadvantages, cost, etc. Members might rely on visual aids alone to compress a job that took weeks or even months to complete. The visuals may show why they planned the job, how it was carried out and the results. If 4-H members want to show how to lead a discussion or how to use buzz groups to get democratic action, they could demonstrate with people and use charts or handouts to emphasize their points. This would be a simulation or direct experience for the audience.

Teens should broaden their source of information beyond project manuals. You might suggest the Internet, libraries, state or national associations, business people, research publications, etc.

Helpful Definitions

4-H Talk?

A 4-H talk/speech is one means of sharing information and educating an audience about a specific subject. It is an oral presentation, in which the member does not rely on posters/illustrations or objects. All illustrations are communicated through descriptions used in the speech. Basically, the 4-H member paints a picture or tells a story through oral communication.

4-H Illustrated Talk?

A 4-H illustrated talk is another means of sharing information and educating an audience about a specific subject. It is an oral presentation, in which the member uses posters/illustrations or objects to emphasize/illustrate specific points in the speech. A member does not actually make or demonstrate how to do something in an illustrated talk.

4-H Demonstration?

A 4-H demonstration is a means of sharing information with an audience by showing them how to do something. In this oral presentation the member shows how to make an item or complete a task. When a demonstration is finished the 4-H member will have a finished product to show.

Helpful Resources

4-H Communications Project Manuals, Unit 1 and 2
Lit. 136, The Demonstration
Lit. 360, Helpful Hints for 4-H Talks
Fact Sheet T-8203, The Volunteer Teachers Series:
Do-It-Yourself Visuals

Preparing the Presentation

A 4-H member should choose a topic that:

- is of interest
- they know something about
- suits the time limits
- can be researched and written about in the time available
- will appeal to the audience

Remember: *The more strongly a person feels about the subject the better the presentation will be.*

Topics of interest could include a hobby or spare time activity, a 4-H project or job you do or even a current events.

A member should not ask themselves "What should I talk about?" Instead, ask...

- a) Which one topic do I like best?
- b) Which would be the easiest to research in terms of time and resources available to me?
- c) Which would be hardest to present and why?
- d) Which would be the most fun for my audience and me?

ORGANIZE THE PRESENTATION

Introduction

Think of the introduction as someone's face. Quite often our face is the first impression people have of us. Keep in mind how a warm friendly open face impresses people and apply this to the introduction of your presentation. Impress the audience with an interesting, motivating and warm introduction.

The introduction must get the audience's attention - make them want to listen. The introduction should be brief yet "hook" the audience. Do not let them turn you off. Briefly inform them of the subject, what it is that you plan to cover in your presentation and what you hope they will learn or do.

Body

The trunk of our body contains vital organs that all work together to keep us alive. The body of a presentation works the same way. Select the main points/organs that are vital to the subject and let these points keep the presentation alive.

Decide what points are most important to the body of the presentation. Select 2-5 points, each should relate back to the main purpose or subject.

Give facts that back-up each point. Use just enough facts and figures to get your point across. Too many statistics are confusing and hard to remember. Include experiences and ideas. Most importantly, stick to the subject; each bit of information should pertain to the overall purpose of your presentation.

Outline the Presentation

After selecting the topic and preparing the body of the presentation, outline the subject using keywords or concepts.

I. Introduction

- A. Opening - briefly tell what your subject is and gain their attention by:
1. personal anecdote (story)
 2. a startling statement or fact
 3. a quote or poem
 4. an appropriate joke or story

II. Body (The vital points of your presentation)

- A. Point 1 (past, present and future)
B. Point 2 (problems, damages, solutions)
C. Point 3 (Cause, Effect, Action Needed)

III. Conclusion

- A. Summary - brief
B. Closing - Appeal for action from audience (give, join, support, volunteer, change, do, etc.)

Practice using your outline. The outline will remind you of the main points of your presentation. Practice with family, friends, a video camera or tape recorder to develop speaking skills and personal confidence.

Conclusion

Without our legs and feet we have nothing to support our head and trunk, nor any method for taking action or moving. A strong conclusion is necessary for a presentation. The conclusion supports all of the information shared with the audience in the introduction and body.

The conclusion is one last time to briefly restate the subject and main points of your presentation. It is an opportunity to tell your audience just what action you would like them to take or what you hope they have learned. When your presentation concludes, the audience should be able to recall each of the main points finalizing your presentation.

Tips for Demonstrations and Illustrated Talks

Keep equipment and supplies from being directly in front of the workspace.

Group and arrange equipment and supplies not needed immediately, on a tray and set the tray on a second table or to the side or behind the demonstration area. This gives a neater appearance and makes materials easier to locate and move. Use a supply list to double check equipment. Never show commercial labels make your own generic labels for the containers. Keep hand or paper towel handy.

Neatness is an important part of the demonstration or illustrated talk. Keep worktable neat and clean. Practice with equipment so you are comfortable and develop a sense of poise and confidence.

The use of charts and posters make the demonstration more effective and are a necessity for an Illustrated Talk.

Visual Aids

Keep posters simple and readable. A poster should complement the presentation and not be the focal point. Facts and spelling need to be correct. When using posters, practice using an easel and moving the posters from front to back or back to front (choose what is comfortable). It is the presenter's responsibility to have an easel available when using posters. See OSU Fact Sheet T-8203, The Volunteer Teachers Series: "Do-It-Yourself Visuals," for more information on effective visuals.

Recognition and Motivation

If youth are going to develop self-confidence, they need your support and encouragement. It is important to let them know how pleased you are with their work. Make suggestions for changes and improvements only after you have given several good points about the presentation.

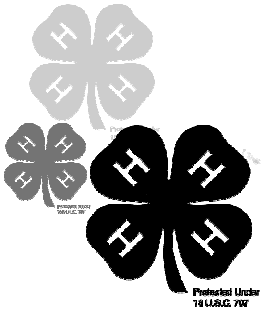
Youth should be encouraged to evaluate their own work, especially in relation to how much they have improved from earlier efforts. Youth with different abilities and experiences should not be judged against each other. Let other youth offer suggestions, but first establish standards, such as, "Let's tell John what we liked best about his demonstration and then we will offer suggestions for the next time he gives it." One or two suggestions may be enough. Cut off any criticism which tears down the feeling of achievement and acceptance.

Preparing for Competition

Ask your County Extension Office for a copy of the public speaking event scorecard that judges use in scoring presentations. Before members give a demonstration/illustrated talk, they may want to compare their presentations to the standards listed on the scorecard.

The Audience

4-H members should use the local club or project group as a proving ground for their public speaking. When youth feel they are ready, they should present the presentation to a wider audience that might include a county 4-H audience, civic club, school or community group. The presenter should always be well groomed for his/her audience. Some presentations will require special clothing. A well-groomed appearance provides an extra boost of confidence. Each time a child gives a presentation, they will improve and grow as a public speaker and future community leader.



Review Questions Unit 2E

Name _____ County _____

Address _____ Zip _____

Club _____ Phone _____

E-mail Address _____ Date Completed _____

A minimum of three (3) 4-H Parent-Volunteer Self Study Lessons may be completed as one of the four necessary trainings required to maintain active status as a Certified 4-H Volunteer. The completed review questions from each lesson must be filed annually by the date specified by your county office.

What makes a 4-H Illustrated Talk different from a Demonstration?

The topic for a 4-H members presentation should be:

- _____
- _____
- _____
- _____
- _____

What are the three main parts of a presentation?

- I. _____
- II. _____
- III. _____

What is the purpose of the introduction?

What is the purpose of the body?

What is the purpose of the conclusion?

In what format is the information in the introduction, body and conclusion of a presentation organized?

What tips will help a 4-H member organize the presentation of equipment used in a demonstration or illustrated talk?

Which OSU Fact sheet will help members prepare visuals? _____

Where is the best place for a member to begin their public speaking experience? _____

What tool can you get from the county Extension office, which will help prepare for a competitive oral presentation? _____

Extension Office Use Only Date Received by Extension Office _____ Reviewed by _____
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