

## Spelling

Make sure EVERY word is spelled correctly. Including those tough word forms like “your/you’re, there/their, etc. Ask others to proof read for you, BEFORE you put the lettering on your board.

## Introduction

An introduction is required. This is a sample of the information you should include in your introduction, but word it to make it personal and interesting:

“My name is \_\_\_\_\_. This is my \_\_\_\_\_ year in 4-H. My presentation is about \_\_\_\_\_. This is my (1st, 2nd, 3rd, etc.) Presentation. I’ll be telling you about \_\_\_\_\_ because \_\_\_\_\_.

It is most common to have the front or title board behind you as you introduce yourself.

## Summary

A summary is required. Don’t just stop talking. Briefly recap MAIN POINTS ONLY.



## Conclusion

A conclusion is different from your summary and required. “This concludes my talk” or something to let the judge know for certain that you are ending.

## References

You need to say where you got your information, but it is **not** required that you bring your resources. Many people list them on a board. “My information came from...” or “my references were...” and include people who helped you:

“My references were \_\_\_\_ (book), \_\_\_\_ (4-H publication), \_\_\_\_\_ websites, and my project leader \_\_\_\_\_.”

## End with:

“Are there any questions?”



## Helpful Hints

- \* PRACTICE! PRACTICE! PRACTICE!, so that you’re comfortable with your material. Practice on your parents, your siblings, your fellow 4-H’ers, your neighbors, your cat or dog or parakeet--anyone who will listen!
- \* Don’t memorize your talk, but don’t read it either. Use note cards to refer to but don’t read from them.
- \* Dress neatly; “dressing up” is not required. An outfit related to your topic, if appropriate, is good, but not required.
  - \* If giving a food demonstration, make sure long hair is pulled back .
- \* Avoid turning your back to your audience. When you must gesture to your board or change boards, stop talking so your words don’t get lost.

\* Speak S L O W L Y \*   \* Be loud and clear \*

\* Look at your audience. They are interested in what you have to say! \*

\* Do your best not to “fidget” \*

\* Do NOT NOT NOT chew gum! \*

\* Try to R E L A X! \*

Remember to

smile!