CAPITAL DISTRICT
4-H PUBLIC PRESENTATIONS

4-H PRESENTER’S GUIDE

Public Presentation

April 18, 2015
10 AM – 1 PM

Cornell Cooperative Extension of Saratoga County
50 West High Street
Ballston Spa, NY 12020
Dear 4-H Public Presentation Participant:

Congratulations! You have been selected to represent your county, along with 4-H’ers from 11 other counties in the Capital District, at the District 4-H Public Presentation Event. Public Presentation Evaluators from your county have recommended you to take part in District 4-H Public Presentation because they felt your County presentation was outstanding and deserving of advancement.

District 4-H Public Presentations will be held this year on Saturday, April 18, 2015 from 10am-1pm at the CCE of Saratoga County in Ballston Spa, NY. Enclosed is your District 4-H Public Presentations guide. Read it thoroughly and then follow the instructions on page 4 when you contact your 4-H Educator to pre-register. The deadline to pre-register is April 1, 2015.

In an effort to “Make the Best Better”, and allow all of our youth presenters to experience a smooth transition from County to District Presentations, we are providing a set of uniform District Level 4-H Public Presentation Guidelines for all the participants. By preparing for the same uniform, and incremental steps from county, to district, to state, 4-H Youth Presenters can truly comprehend ‘experiential learning’.

We hope the information included in this packet helps make your Public Presentation experience more enjoyable. In this guide, you will find:

- General Guidelines
- Pre-registration/check-in/directions
- 4-H Public Presentations Progression Chart
- Format for Public Presentations
- Definition of Final Ratings

The following may be enclosed:

- Evaluation Forms:
  - Demonstration Form
  - Illustrated Talk Form
  - Recitation Form
  - Dramatic Interpretation Form
  - Speech Form
- Tips for Poster Preparation
- Food Demo Guidelines

Congratulations, we hope you will be able to take part in this fantastic 4-H opportunity! Please feel free contact your county educator if you have any additional questions.
District 4-H Public Presentations
Presenter Guidelines

General Guidelines:

♣ AGE RESTRICTIONS: All District Presenters must be at least 8 yrs old (unless otherwise indicated by your county) and have competed in their county level program. Youth who are selected to represent their counties at the State 4-H Public Presentation Event must be age 13 or older.

♣ TIME COMMITMENT: Plan to arrive 10 minutes before your assigned one-hour time slot. After check-in you will find your presentation room and stay there for the entire 1 hour time slot. You may arrive earlier or stay later to watch other presentations.

♣ RECOGNITION: After you complete your presentation you will be invited to visit with your evaluator(s). When your conversation is concluded you will receive a copy of your evaluation form and your certificate of participation. Your 4-H educator will be informed of the list of those selected to participate in the State 4-H Public Presentations Program after the entire district program is completed and will let you know if you were selected.

♣ DO NOT CHANGE YOUR PRESENTATION TOPIC/CATEGORY: Presenters selected to advance to District must present the same presentation they gave at their County event. 4-H Members should work to enhance and strengthen their presentation skills for the second round.

♣ LIVE ANIMALS: No live animals are permitted. If your county level presentation incorporated a live animal you will need to be creative in presenting without one.

♣ EQUIPMENT: Bring all the equipment you need, including extension cords.

♣ COOKING DEMONSTRATIONS: Youth presenters who plan to do a Cooking Demo may bring a small electric grill, frying pan and/or wok, etc. Be sure to let your County Educator know if you require electric access. (Please refer to Food Demo Guidelines for additional information). Wash your hands thoroughly before your presentation starts and inform your Evaluators that you have done so. Plastic gloves are not required. Hair should be “under control” and aprons worn when appropriate. Food products that are created during a presentation can only be offered to the evaluators. Health restrictions prevent foods from being shared with the audience. If these foods are taken away from the presentation area, the presenter can then take personal responsibility for the sharing of food items with others

♣ POSTERS: Posters/handouts may be computer generated. (See Tips for Poster Preparation)

♣ TEAM PRESENTATIONS: Consists of no more than two presenters. Both presenters are scored individually on their own form by both evaluators. Their individual scores will be averaged together for an overall team total. Team presentations in Illustrated Talks or Recitations are not permitted.
CLOTHING: If your clothing is intended to reflect or enhance your presentation, please let the audience know by incorporating that into your presentation. *Remember to always wear 4-H appropriate clothing that is neat & clean. (ie: Skater t-shirt & board shorts if doing skate boarding presentation).

Pre-Registration Procedures: **PRE-REGISTER WITH YOUR COUNTY BY APRIL 1

Please answer the following questions when you call or email to register:

- Your Name, Age as of January 1, Years in 4-H, Number of previous presentations, Time Slot in order of preference

- What Type/Category of presentation are you doing? (Demonstration, Illustrated Talk, Recitation, Dramatic Interpretation or Speech)

- Do you have any special needs that require special accommodations?

- Is this a Team Presentation? (max of 2)

- Will your presentation involve cooking or need electricity? (Remember to bring all of your own equipment)

Check-In Procedures: The day of the event

- Check-In at the registration table as you enter the building. Please arrive at least 10 minutes before the start of your assigned time slot.

Directions: To CCE Saratoga County, 50 West High Street, Ballston Spa, NY 12020

- From the West: Take Exit 27 (Amsterdam) off the NYS Thruway. Go right (north) onto Route 30. Go through the City of Amsterdam, following signs for NYS Route 67 going East. Follow Route 67 for approximately 17 miles into Ballston Spa. As you enter the village, you will come up a hill. Cornell Cooperative Extension is on your left, shortly after the hill. The building has solar panels across the front. If you reach the traffic light, you have gone too far.

- From the South: Take Exit 12 off I-87 (the Northway). Go left onto Route 67 West. Stay on Route 67 until you reach the traffic light at the intersection of Route 50. Bear to the right at this intersection heading North on Route 50. At the next traffic light, turn left onto Route 67 West. Cornell Cooperative Extension is 3 blocks down on the right. There are solar panels across the front of the building.

- From the North: Take Exit 13S off I-87 (the Northway). Turn right onto Malta Ave. at the traffic light. Stay on Malta Ave. until intersection of Rt. 50 and Malta Ave. traffic light. Turn left and go up the hill. Turn right at top of hill (traffic light) onto West High Street (Route 67 West). Cornell
Cooperative Extension is 3 blocks down on the right. There are solar panels across the front of the building.

### 4-H Public Presentations Progression Chart

4-H Public Presentations is a progressive program that allows youth participants the opportunity to advance to more challenging levels of evaluation through a coordinated series of events, each taking place in a different setting. Each time a presenter is evaluated, they then have an opportunity to fine-tune their presentation before taking it to the next level. The higher a participant advances, the more competitive the program becomes. It is through the evaluation process that 4-H members experience mastery, gain valuable skills in listening to the recommendations of others, and continue to develop confidence in themselves.

#### LEVEL 1: 4-H Club / Classroom Presentations
4-H Members begin their public speaking training at the club/classroom level by selecting a topic of interest, preparing a presentation and then delivering it to their peers during a 4-H Club Meeting.

#### LEVEL 2: 4-H County Public Presentations
All 4-H’ers (5-19 years old) are then invited to give their presentation to a community audience at a county-wide event in front of trained volunteer Evaluators. The Evaluators constructively critique each presentation, using the Danish System (see The Danish System on page 6) as the primary method of evaluation, and provide positive feedback as well as suggestions for improvement.

#### LEVEL 3: 4-H District (Regional) Public Presentations
Those youth (ages 8 & up - unless otherwise indicated by your county) who demonstrate the readiness for a more challenging presentation, are given an opportunity to advance to the next level – District (Regional) 4-H Public Presentations. At this level, using the same – but more polished – presentation, presenters speak to a moving audience in a public venue, once again being critiqued by trained Evaluators. (Some counties may also invite 4-H Members to give their Public Presentation at their county fair.

Please be sure to check with your 4-H Educator).

**Please Note:** Advancing to District Presentations is a progressive process and therefore is evaluated on a higher standard than at the County Level.

#### LEVEL 4: NYS 4-H Public Presentations Event (If Offered)
Each year, a specific number of 4-H teens (ages 13 & up) from every county in NY, who have demonstrated exceptional public presentation skills, are selected to advance to the highest level, and give their presentation at the NYS 4-H Public Presentations Event, which may take place at the NY State Fair.

**Please Note:** Advancing to NYS Presentations is a progressive process and therefore is evaluated on
**District 4-H Public Presentations**

**Public Presentation Categories**

- **Demonstrations** – The presenter shows and explains how to do or make something (how to juggle, do basic dance steps, build a kite, make cookies, care for a pet, etc.) Appropriate equipment, models or illustrations, posters/visuals are used as needed to explain information being conveyed and to show the steps in the process being demonstrated. It is sometimes necessary to show a larger scale replica of something that is too small for the audience to see. A finished product is shown. Team Demonstrations are allowed at all levels of evaluation and should reflect a topic requiring teamwork as well as effective balancing of verbal communication and hands-on action.

- **Illustrated Talk** – The presenter uses visual aids to tell about the topic. The effective use of charts, pictures, posters, slides, powerpoint slides, overheads, graphs, examples models, etc. play a major role in communicating the presenter’s message. Team Illustrated Talks are not allowed at any level.

- **Formal Speech** – The presenter aims to persuade, motivate or inform the audience without the use of visuals. Proper use of note cards is acceptable. In this category, the presenter chooses and researches a topic of choice. Depending on the topic chosen, the presenter chooses a format (persuasive, motivational, or informative) that best suits what is to be conveyed to the audience. For example, if the topic is censorship of literature, the presenter can choose to inform the audience about this topic, persuade the audience of his convictions, or motivate the audience to take a more active role in making current changes in this arena. A Speech is written in the presenter’s own words, however, poetry, quotations, humor or imagery may be incorporated to command attention or emphasize a point. Team Speeches are not allowed at any level.

- **Creative Communication** – bridges the gap between message-delivery and the performing arts. Art forms such as Recitation, Dramatic Interpretation, puppetry, skits, clowning, singing, music and story telling are used as the vehicle for conveying a message. Currently, Recitation and Dramatic Interpretation (as defined below) are the only subcategories under Creative Communication being evaluated in NYS 4-H Public Presentations.
  - **Recitation** – The presenter, with the use of vocal inflection and body language as communication tools, delivers his rendition of a piece of pre-written material. Props should not be used, but appropriate dress to subtly represent the character or mood of the written piece is acceptable. **Dress should not overwhelm the oral presentation.** Memorization is expected, but proper use of notes is permitted either in the form of note cards or a book. This area is not intended for presentation of original pieces of material written by the presenter. Team Recitations are not allowed at any level.
  - **Dramatic Interpretation** – The presenter or team of two delivers a re-enactment of a piece of scripted material. The content can be taken from plays, movies, sketches, or monologues – dramatic or comedic. This form of presentation, by definition, should include props and costumes. Props need to be simple and minimal, not detracting from the strength of the presenter(s). Original pieces written by the presenter(s) are accepted in this category, but 4-H educators should monitor appropriateness of presentation.
District 4-H Public Presentations

Public Presentation Format

All types of 4-H District Presentations share the same three-part format: an introduction, body, and conclusion or summary. The content and presentation techniques used in each part vary somewhat depending on the type of presentation.

**Introductions:**
- **Demonstrations & Illustrated Talks:** the presenter will begin by introducing his/her topic in a manner that creatively catches the attention of the audience by stimulating their curiosity or providing information about the subject. (The introduction should incorporate at least your first name)
  - **Sample (Demonstration) Intro:** (A football is thrown from the side of the room and caught by the presenter who is dressed in football uniform). “If you have ever watched a football game, you know how important it is for the players to be able to throw and catch the ball skillfully. My name is Billy and today & will show you how that’s done.”
  - **Sample (Illustrated Talk) Intro:** “Did you know vehicular accidents are the number one killer of youth ages 16 to 20. Welcome guests, I am Billy and today I’m going to talk about...”

- **Creative Communication & Speeches:** The presenter should identify the source of the creative piece and its’ author and may allude to, explain or challenge the audience to discover the message it conveys prior to beginning. The setting as well as the presenter’s reason for choosing this particular piece may also be included at this point if so desired.

  - Or, you could relate your topic to a personal experience, show and unusual object, or describe its historical/dramatic significance. (PLEASE NOTE: Presenters who fail to give an adequate Introduction will automatically receive a NEEDS IMPROVEMENT Score)

**Body** (This is the main part of the presentation):
- **Demonstration:** a technique or steps of a process are shown.
- **Illustrated Talk or Speech:** the main points are identified and explained.
- **Creative Communication Presentation:** the creative piece is performed.

**Conclusion or Summary** (The presenter emphasizes or re-emphasizes the message of the presentation):
- **Demonstration/Illustrated Talk:** the most important steps or points are summarized. The summary may or may not contain sources for presentation information/recipes.
- **Creative Communication Presentation:** the conclusion depends on the type of creative piece and how it was introduced. A conclusion may be built into the piece itself or the message may be emphasized through a simple comment, a brief analysis, an expressive body movement (lowering one’s head) or even through dialogue with the audience.

- Please note that this part of the presentation is called a summary in a demonstration or an illustrated talk because it calls for a summary of the material presented; and called a conclusion in a speech, recitation or dramatic interpretation due to the fact that it requires the presenter to bring his talk to a conclusion.
**District Time Limits:**

- **♣ 5 - 15 minutes** for Individual Presenters (Based on Age & Experience)

- **♣ 10 - 15 minutes** for Teams of Presenters (Based on Age & Experience / Maximum of 2 Presenters/team)

District Evaluators will use a ‘time limit warning card’. If it appears as if a presenter may go over his/her allotted time, the Evaluator will hold up a warning card to let the presenter know they are almost out of time.

Yellow Card @ 12 min (3-min warning)

→ Indicates that the Summary or conclusion should begin ASAP

Red Card @ 15 min (Exceeds Time Limit)

→ Indicates that the Summary or Conclusion should be done; presenter should ask audience for questions.

If necessary, the Evaluator will stop the presenter at 20 min – Evaluators must make note of this excessive time on the Evaluation Form and mark “Needs Improvement” for “Appropriate Length”.

**Please Note:** The question and answer period at the end does not count towards your time.

**THE DANISH SYSTEM OF JUDGING**

Cornell Cooperative Extension’s 4-H Youth Development program uses the Danish Judging System as its primary method for evaluating 4-H Public Presentations. Using this method, each youth presentation is evaluated based on the “ideal” standard for the presenters’ age, experience, ability and developmental level. Therefore, each presentation is not compared to, or in competition with, other presenters and presentations.

**Definition of Rating Standards:**

- **Needs Improvement:** Needs work, needs to be improved upon (something may have been omitted).
- **Met Expectations:** Met expectations for age & experience level.
- **Above Expectations:** Very good/above expectations for age & experience level.
- **Outstanding:** Exceptional, needs little improvement.
- All ratings START at “Met Expectations” and are rated up or down as appropriate – with these exceptions:
  - “Appearance” and “Visual Aids” start at “Above Expectations” and move from there
  - Presenters who fail to give an adequate Creative Introduction or Appropriate Conclusion/Summary will automatically receive a “Needs Improvement” rating

**Good Luck and Have Fun!!**