



Lancaster County

444 Cherrycreek Road, Suite A / Lincoln, NE 68528
(402) 441-7180 / <http://lancaster.unl.edu>

4-H Presentations Contest — Procedures and Guidelines

4-H contests are open to 4-H members ages 8–18. The 2009 Lancaster County Fair Book has information about 4-H contests — see page 35.

Presentations provide 4-H'ers the opportunity to learn to express themselves clearly and convincingly, organize their ideas and present them in logical order, research subjects, have confidence in themselves and emphasize the major points through the use of visuals or examples.

Contest is open to all 4-H'ers ages 8–18 (by January 1 of the current year)—need not be enrolled in a specific project.

Contest Held July 18

Contest will be held on Saturday, July 18 beginning at 9 a.m. at Lancaster Extension Education Center, 444 Cherrycreek Road, Lincoln. Time slots will be assigned in advance. However, the 4-H'er may indicate a time preference on the entry form.

Preregister by July 10

4-H members must preregister by Friday, July 10. Presentations Contest has an entry form, but preregistrations may be called in to 441-7180. One entry form may be filled out per exhibitor or team (one form may be filled out per club). Entry form is included in this handout.



Presentation Methods

There are three methods in which 4-H'ers may present:

• **Presentation using LCD projector (class B151110)**—A liquid crystal display (LCD) projector is a type of projector for displaying images on a screen or other flat surface. A team presentation, consisting of two or three individuals, may be given. There is no separate class for team presentations. The time limit for presentations using a LCD Projector is 6–10 minutes for an individual and 10–15 minutes for a team. A

PC compatible computer containing Microsoft PowerPoint 2007, a LCD projector, and speakers will be provided. Presentations may be brought on a CD-ROM or a USB drive that is PC formatted. Participants may also provide their own computer or other equipment as needed. Participants using a different version of Microsoft PowerPoint are encouraged to bring their own computer, to ensure the slide transitions and animations work as intended.

• **Presentation using posters (class B151111)**—A team presentation, consisting of two or three individuals, may be given. There is no separate class for team presentations. The time limit for presentations using posters is 6–10 minutes for an individual and 10–15 minutes for a team.

• **Multimedia presentation (class B151113)**—Multimedia presentations are completely free-standing, self-running PowerPoint presentations, and only require a verbal introduction by the presenter. The multimedia presentation

continued on next page

is not a photo slideshow; the content should be presented in an introduction/body/conclusion format. The time limit for multimedia presentations is 6–10 minutes, which includes both the verbal introduction by the presenter and the self-running PowerPoint presentation. The presentation should include audio/sound and may include video that is embedded or inserted into the PowerPoint presentation; no CD players are allowed. A PC compatible computer containing Microsoft PowerPoint 2007, a LCD projector, and speakers will be provided. Presentations may be brought on a CD-ROM or a USB drive that is PC formatted. Participants may also provide their own computer, which may contain different software programs in addition to Microsoft PowerPoint. Participants using a different version of Microsoft PowerPoint are encouraged to bring their own computer, to ensure the slide transitions and animations work as intended. Participants may also use Adobe Flash and other programs to enhance their presentation, if the program is on their personal computer. Participants may be penalized if they exceed the time limits.

Presentation Rules

Presentations should be related to 4-H, the member's 4-H experiences, or 4-H project related. Enrollment in the project area in which the participant is making a presentation is not required.

Presentations must include an introduction (the “why” portion of the topic), a body (the “show and tell” portion of the topic), and a conclusion/summary (the “what” portion of the topic).

Participants may be penalized if they exceed the time limits.

Participants who present in either Class B151110 or B151111 may also present in Class B151113.

Attire

If possible, participant's attire should correspond with their presentation (be creative!). Otherwise, 4-H attire is encouraged. Participants may come dressed or change in one of the restrooms.

At the County Fair Contest

Participants are asked to arrive at least 15 minutes prior to their assigned time. Lancaster County 4-H provides tables, an easel and a PC compatible computer containing Microsoft PowerPoint 2007, a LCD projector, and speakers.

Family or friends may help 4-H members set up for their presentation (and give last minute encouragement).

Family and friends are invited to watch 4-H members' presentations. Note: once a presentation has started, doors are closed and no one may enter until the presentation is finished.

After a presentation, the judge may ask questions and then share comments with the presenter.

State Presentations Contest

Any 4-H member who is 10 years old by January 1 and earns a purple or blue ribbon in the county contest is eligible for the State Presentations Contest.

One 4-H member or a team from Lancaster County (must be 12 years old as of January 1) will be nominated to participate in the State Premier Presenter Contest, a special contest for the best of the best (multimedia presentations are not eligible for the Premier Presenter Contest).

Presentations that were given at other state 4-H Contests (for example, State 4-H Horse Stampede Demonstration Contest) or that are entered as another fair exhibit (for example, a computer slideshow presentation in 4-H Engineering Department), are not eligible to compete in the State Fair 4-H Presentations Contest.

Presentation Static Exhibits

There is no static exhibit component of the Presentations Contest.

However, there are two computer exhibits which use presentation software such as Microsoft PowerPoint:

- 1) “Produce a Computer Slideshow Presentation” under Computer Mysteries — Unit 2
- 2) “Produce an Audio/Video Computer Presentation” under Computer Mysteries — Unit 3

These exhibits do not require the presence of the exhibitor. *See Fair Book page 48.*

Additional Information

If you have any questions about the Presentations Contest, please contact Tracy at 441-7180.

Nebraska 4-H has additional Presentation Resources online at www.4h.unl.edu/programs/communication

A Presentations workshop will be held Thursday, June 25, 9 a.m. at the Lancaster Extension Education Center, 444 Cherrycreek Road, Lincoln. Must preregister by June 22 by calling 441-7180.

Steps in Developing a Presentation

In a presentation, you teach by showing and explaining things. You can:

- demonstrate how by doing it (a demonstration),
- tell how with the aid of visuals (an illustrated talk),
- or use a combination of demonstrating and telling.

The 4-H multimedia presentation is a fully automated PowerPoint and only requires an introduction by the participant. This is a form of visual story telling.

Choose the presentation style and method which best fits you and your topic. There is not just one right way for preparing and giving a talk or demonstration; however, the following steps may be helpful.

Note: While adult support is encouraged, any presentation should be the work of the 4-H member.

Select a Topic

Select a subject you know something about and one that lends itself to showing “how to” make or do something, perhaps a hobby or something you like to do. Examples are sewing or woodworking.

Narrow down the subject to a topic which covers only one process, thought or idea. Examples are types of seams or steps for a natural wood finish. Avoid trying to include too much material.

Once the topic has been selected, research it. Find out the most accurate and up-to-date information.

Develop a Title

Most effective titles are short, descriptive and catchy. A title should suggest the presentation subject without telling the whole story. “Mixing Paints” might be the subject, but a more interesting title is “A Rainbow at Your Fingertips!”

Develop an Outline

There are three main parts of a presentation: an introduction, body and conclusion.

Introduction — Get the audience’s attention! Your opening should be interesting, original and clever, but keep it brief to save time for the main body of your presentation. Tell who you are, what you are presenting and why it is important to you and to your audience. Is it a money saver, a time saver, or just what value does it have? A quotation, question, illustration, unusual statement, startling facts, story or poem could be used. Sometimes it is advisable to show your finished product here for the audience to understand what you are going to make or do.

Body — This is the most important part! This is where you go through the steps in the “How to” process. Show each step in a logical order. As each step is presented, tell what you are doing and why the method is being used.

Conclusion — This is the summary part. Review the important points of the presentation. Repeat the ways this topic can be valuable. The summary should be brief. The conclusion is an excellent time to tell the audience where

you obtained your information and cite your references. (If appropriate, you could do so in the main body.)

Finish your presentation with a closing statement like “I hope you will try this new recipe” or “You too can have a happy, healthy dog if you...”

Assemble Your Equipment

If you are going to demonstrate how do something, gather the tools and supplies you will need to do the job. Limit your supply to what you actually need to use. When practical, use transparent equipment to permit the audience to see the material or process (such as transparent mixing bowls). Keep hand or paper towels handy to use if needed.

Some presentations pose special problems, such as a long waiting interval in baking rolls or painting furniture. In this case, it may be best to have material in several stages of completion to show all steps of the process.

Prepare Visual Aids

Use visual aids such as posters and PowerPoint slides to emphasize main points. Make sure to include key information such as the ingredients of a recipe, the lumber dimensions for a nail box or the main steps in trimming a lamb.

You can use your outline to serve as the text of your visual aids. The first visual aid should be your title, and the last one should be your summary.

Visual aids should be attractive, brief and clear. Strive for one main point per visual. Use colors which are vivid and stand out. Use images (photographs, illustrations, charts and video) to enhance your message.

Lettering should be large, bold and dark enough to be seen by the audience. Posters should have lettering at least 1-1/2 inches in height — if you use stencils, fill in the gaps. In electronic presentations, use 28 point text or larger. The use of UPPERCASE letters should be limited to titles, headings or where you want to make a point.

Tips for PowerPoint

Lincoln City Libraries have PowerPoint on their computers and sometimes offer a PowerPoint class. For a current schedule, go to www.lincolnlibraries.org or call your library.

UNL Communications and Informational Technology department has published a helpful “Checklist for Creating Your Next PowerPoint Presentation” online at <http://cit.information.unl.edu/info0806.htm>

Set the Stage

Keep equipment or supplies away from the front of your presentation space so the audience can see what you are doing. Arrange equipment or supplies not needed immediately on a second table behind the presentation table. Group equipment as much as possible using trays to make it easier to locate and move.

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STEPS IN DEVELOPING A PRESENTATION

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Posters or other visual aids should be on an easel placed to one side. Show posters and slides just for the time or idea needed. Take them down when they do not add to your message. Putting up visuals before they are needed will distract the audience.

During your presentation, it is acceptable to refer to notes — discreetly use note cards or a sheet of paper.

Writing a Script

You may choose from two ways to expand your outline into a complete presentation:

- 1) write down in detail what you plan to say (this is called a script) and memorize the talking part,
- 2) or use your own words and avoid memorizing — if you know how to do each step in the presentation, you can make the talk fit your actions.

In a demonstration, there should not be long periods of “doing” without talking — neither should there be long stretches of speaking without any “doing.” Balance what you are “doing” with what you are “saying.” Note: Do not try to talk over the noise of a loud motor such as a mixer or drill.

Prepare to Answer Questions

After your closing statement, ask the audience if there are any questions. Questions should be repeated or paraphrased before answering. Answer with complete statements, not with “Yes” or “No.”

If there is a question you can’t answer, it is acceptable to respond “I’m sorry, I don’t know the answer. Would you like for me to find the answer and contact you?”

When no more questions are asked, thank the audience and invite them to sample or inspect the finished product.

Team Presentation

When giving a team presentation, divide the material so each person has about the same amount to say and do. The member doing the demonstrating should also be doing the talking. The other team member(s) should be standing back and watching the presentation. Shifts between speakers can be done without calling attention to the shift or by finding smooth ways such as “Brenda will now show you how...”

If questions are asked that are not directed to an individual team member, then one team member needs to be prepared to answer the question. The next question should be answered by the partner.

Practice, Practice, Practice

Practice your presentation again, and again, and again! How will you handle the materials as you show them? Where will you place them when you put them down?

Talk to, not at, the audience. Practice talking in complete sentences. Avoid trailing off in the middle of a thought. Practice in front of a mirror or use a video camera so you can see how your presentation looks. Practice in front of other people and ask for feedback.

If you have problems with some parts of your presentation, rework it until it goes smoothly.

Remember to Have Fun!

The 4-H judges and people in the audience want you to succeed. Try to relax and enjoy yourself!



4-H Presentations Contest Entry Form



Must preregister by Friday, July 10.

Preregistrations may be called in (441-7180) or entry form submitted (UNL Extension in Lancaster County, 444 Cherrycreek Road, Suite A, Lincoln NE 68528). One entry form can be filled out per exhibitor or team (one form may be filled out per club)

Contest date is Saturday, July 18, beginning at 9 a.m. at the Lancaster Extension Education Center, 444 Cherrycreek Road, Lincoln
Time slots will be assigned, however, you may indicate a time preference.

Individual Presentation:

Name	Presentation Title	Age by Jan 1	Class # (see below)	Time Slot Preference
1.				
2.				
3.				
4.				
5.				

Team Presentation:

Name	Presentation Title	Age by Jan 1	Class # (see below)	Time Slot Preference
1.				
1.				
1.				
2.				
2.				

Class Numbers:

- B151110 Presentation using LCD projector
- B151111 Presentation using posters
- B151113 Multimedia presentation

Lancaster County 4-H will provide tables and an easel.

Indicate if you need: PC compatible computer containing Microsoft PowerPoint 2007, a LCD projector and speakers

4-H Presentation Score Sheet

Presentation Title: _____

Name: _____ **Age:** ____ **Class:** _____

Maximum time 10 minutes for individual / 15 minutes for team

Starting time _____ Finish time _____ Total time _____

Category	White	Red	Blue	Purple	Comments
1. Appearance (5%) a. Grooming b. Appropriately attired					
2. Introduction (10%) a. Attention of audience gained b. Importance & purpose of subject established					
3. Subject Matter (20%) a. One central theme b. Information accurate c. Information complete and practical d. Appropriate to age level					
4. Presentation (35%) a. Visuals appropriate and attractive b. Incorporated into presentation smoothly c. Voice(s) clear and understood, diction d. Audience contact e. Logical sequence f. Work and talk coordinated g. Supplies and equipment coordinated h. Work area neat, orderly and organized i. Good teamwork j. Easily viewed by audience k. Stayed within time limit					
5. Originality (5%) a. Currentness of topic b. Uniqueness of presentation					
6. Achievement of Purpose (10%) a. Audience appeal b. Educational value c. Objectives reached					
7. Questions (5%) Answered correctly and satisfactorily					
8. Conclusion/Summary (10%) a. Major points emphasized b. References c. Definite closing					

Total score _____ Possible total score 100 Ribbon _____

Comments:

4-H MULTIMEDIA SCORE SHEET

Presentation Title: _____

Name: _____ Age: _____ Class: _____

Maximum time 6-10 minutes.

Starting time _____ Finish time _____ Total time _____

Category	White	Red	Blue	Purple	Comments
1. Visual Presentation (40%) a. Visuals appropriate and attractive b. Incorporated into presentation smoothly c. Logical sequence/organized d. Originality/creativity e. Audience appeal f. Effective slide transitions g. Appropriate animation					
2. Presentation Content (40%) a. One central theme b. Information accurate c. Information complete and practical d. Major points emphasized e. Overall effectiveness f. Introduction catches audience's attention g. Holds attention of audience					
3. Level of Advancement (20%) a. Uniqueness of presentation b. Appropriate use of technology					

Total score _____ **Possible total score 100** **Ribbon** _____

Comments: