

4-H Illustrated Presentations Contest — Procedures and Guidelines



An Illustrated Presentation is a live presentation with a formal talk where youth will use visual aids (such as props, posters, computer-based visuals, handouts, video, etc.) to show and tell others how to do something. The main purpose of this contest is for 4-H'ers to gain confidence speaking in front of people. However, youth also learn how to organize their ideas into a logical order, express themselves clearly and emphasize major points through the use of visuals.

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. 4-H'er may compete as an individual and part of a team of two individuals. If team members are not in the same age division, they must compete in the age division of the oldest team member.

There are three age divisions.

- Junior division: 8–9 years of age
- Intermediate division: 10–13 years of age
- Senior division: 14–18 years of age

Contest Held April 22

Contest will be held on Saturday, April 22, 2023 beginning at 9 a.m. at Nebraska Extension in Lancaster County conference rooms, 444 Cherrycreek Road, Suite A, Lincoln. Time slots will be assigned in advance; however, 4-H staff will do their best to accommodate a time preference requested by a 4-H'er. A schedule of presentation times will be emailed to participants ahead of the contest date. During the

contest, arrive and check-in at least 10 minutes prior to your scheduled time.

Register by April 17

Register by Monday, April 17 by calling 402-441-7180 or emailing Kristin Geisert at kristin.geisert@unl.edu and providing youth name(s), age(s) by Jan. 1 of current year, presentation title(s), email address. Specify if it is a team presentation.

Topic

Presentation topics should be related to what the 4-H youth is learning through 4-H educational experiences. **Change for 2023: topic does NOT have to be focused on specific 4-H program priorities as in recent years.** Live animals may be used in the presentation.

Time Limit

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).

Time limit: 3–5 minutes juniors individual, 6–8 minutes intermediate/senior individual, 8–10 minutes team. Participants may be penalized if they do not meet or exceed the time limits.

The judge views the entire presentation and engages in a question-and-answer session following the presentation.

At the County Contest

Participants are encouraged to wear attire corresponding with their presentation (be creative!). Otherwise, 4-H attire is encouraged. Participants may come dressed or change in one of the restrooms.

The following equipment will be provided: tables, an easel, PC compatible computer (including the following software: Microsoft Windows Media Player and Microsoft PowerPoint). Each conference room has a built-in projector and audio system. Presenters using computer-based visuals may bring:

- Files on a USB drive or retrieve from cloud storage.

Custom fonts downloaded from the Internet may not

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show up correctly on PowerPoint — it is best to use basic system fonts. **Please avoid using a Lincoln Public Schools PowerPoint file, as it will not be accessible in our building.**

- Their own computer or other equipment as needed, which may contain different software programs and fonts. A standard-sized HDMI port is needed to connect to the conference room's audiovisual equipment. Those bringing Apple devices need to bring their own dongle.

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.

This is a Lancaster County Super Fair contest held before the fair and premium payouts must be picked up Monday, Aug. 7, 7–11 a.m. at the Lancaster Event Center Fairgrounds – Lincoln Room.

State Contest

Top presenters in the intermediate and senior divisions at the county contest will qualify for the state Illustrated Presentation contest. **Change for 2023: the state contest will now be held at the Nebraska 4-H Premier Communication Event** held on Friday, June 23 at the University of Nebraska–Lincoln East Campus.

The top 5 senior Illustrated Presentation senior participants will receive the following awards from the Nebraska 4-H Foundation: 1st Place \$500, 2nd Place \$400, 3rd Place \$300, 4th Place \$200, 5th Place \$100. Additionally, all top 5 seniors will be awarded a \$250 scholarship from the University of Nebraska–Lincoln College of Agricultural

Sciences and Natural Resources. If a team is selected, the award will be divided among the team members. The top 5 Illustrated Presentation intermediate participants will receive \$50 from the Nebraska 4-H Foundation. If a team is selected, the award will be divided among the team members.

The state event also offers a Video Communication contest, which is a non-qualifying event open to all enrolled 4-H'ers ages 10–18 (by January 1 of the current year). The top 5 Video Communication contestants in each age division will receive a ribbon and a \$50 award.

For more information about the Premier Communication Event, go to <https://4h.unl.edu/premier-communication-event>.

Presentation Static Exhibits

There is no static exhibit component of the Illustrated Presentation Contest. However, there are three computer exhibits which use presentation software:

- Produce a Computer Slideshow Presentation — Unit 2
- Produce an Audio/Video Computer Presentation — Unit 3
- How to STEM (Science, Technology, Engineering and Math) Presentation — Unit 3

These exhibits do not require the presence of the exhibitor. See Lancaster County Super Fair Book page 38.

Additional Information

If you have any questions about this contest, contact Kristin at kristin.geisert@unl.edu or 402-441-7180.

HELPFUL RESOURCES



Two YouTube video examples, "4-H Presentations: Presentation Using Audio Visual - Example 1," and "4-H Presentations: Presentation Using Audio Visual - Example 2" is online at <http://lancaster.unl.edu/4h/Fair>.

Steps in Developing a Presentation

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

- demonstrate how by doing it,
- tell how with the aid of visuals,
- or use a combination of demonstrating and 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 presentation; 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 information.

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 for the audience to understand what you are going to make or do.

Body — This is the most important part! This is where

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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 to 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/or 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. 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.

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.

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.

If you are demonstrating something, 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 judge or 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!



ILLUSTRATED PRESENTATION

SCORESHEET

Presentation Title: _____ Presentation Time: _____

Name: _____ Age: _____ County: _____

Name: _____ Age: _____ County: _____

Time Limit: Individual (6-8 minutes), Team (8-10 minutes)

Category	Purple	Blue	Red	White	Comments
1. Introduction (10%) <ul style="list-style-type: none"> Attention getter is used to attract audience to space Importance and purpose of subject established 					
2. Subject Matter (20%) <ul style="list-style-type: none"> <i>Presentation clearly relates to how 4-H youth is learning through 4-H experiences or projects.</i> One central theme Information accurate, complete, and practical 					
3. Presentation (30%) <ul style="list-style-type: none"> Visuals appropriate and attractive Visuals incorporated into presentation smoothly Voice(s) clear and understood, diction Logical sequence Work and talk coordinated Supplies and equipment coordinated Work area neat, orderly and organized Good teamwork (if applicable) Easily viewed by audience Stayed within time limit 					
4. Originality (5%) <ul style="list-style-type: none"> Unique and current topic 					
5. Achievement of Purpose (15%) <ul style="list-style-type: none"> Information appropriate for age levels viewing presentation Educational value Objectives reached 					
6. Appearance (5%) <ul style="list-style-type: none"> Grooming, cleanliness Appropriate attire Enthusiastic 					
7. Questions (5%) <ul style="list-style-type: none"> Responded to questions accurately and satisfactorily 					
8. Conclusion/Summary (10%) <ul style="list-style-type: none"> Major points emphasized Reference Definite closing 					

Ribbon Placing: Purple Blue Red White Top Presentation

Overall Comments: