Giving a presentation is a good learning experience. You can choose a topic from any project you have taken in

4-H or currently doing. The topic should be something you enjoy, are interested in and can be presented easily in 5 to 15 minutes. 4-Hers who do a presentation develop self-confidence, the ability to speak in front of an audience and the ability to think ahead. In the following outline you will discover pointers and tips on doing a 4-H presentation.

**The 5 P’s of 4-H Presentations**

To give a good presentation there are several steps that should be taken. They are:

1. Planning
2. Preparation
3. Presentation
4. Poise (Appearance)
5. Practice

**Planning**

1. Choose a topic that is:
   1. A project learned in 4-H
   2. Something you do well, enjoy doing
   3. A subject that would be interesting to someone else
   4. An interesting title
2. Limit your presentation to one process or main idea. Have plenty of action. Learn as many facts about your project as possible. Some sources may be:
   1. 4-H Leader
   2. 4-H Educator
   3. Books
   4. Teacher
   5. Parent
3. Types of Presentation (each can be individual or team)
   1. Demonstration – teach how to make/do (have a finished example)
   2. Illustrated Talk – use of posters and or visuals (props)
   3. Recitation or Reading – presentation of a story, poem, play, etc (memorized or read with or without props)
   4. Impromptu – not prepared ahead, topic will be given to you on site (recommended for more experienced speakers)

**Preparation**

1. Make Poster (not necessary)
   1. Use light colored board with dark lettering
   2. Use contrast in words (different color and size letters)
   3. Don’t over crowd the poster
   4. The fewer the words the better
   5. use the poster(s) during presentation
2. List the steps in the order they are to be shown and decide how you are going to do each step
3. List the supplies needed
4. Plan what you are going to tell your audience as you do each step.

**Quick Tips**

1. Your summary should be a short recap of your main points or steps.
2. Resources: When stating where you got your information you should not just state the internet; provide the audience with the website you received your information from.
3. When organizing your demonstration you should work form left to right, using a tray to transport your supplies is also very helpful.
4. When possible, use transparent equipment such as glass bowls so the audience sees the material and the process.
5. Commercial labels on products must be covered. Endorsement of any particular brand name is not permitted in a public presentation. However, if using your own container, make sure it is labeled clearly.
6. Your appearance should be neat, well groomed and good posture.
7. Keep hair off your face. If you are presenting food your hair should be tied back.
8. Your voice should be clear and correct English should be used.
9. Remember to smile and have FUN!