4-H Club Day Presentation Tips

**General Thoughts**
- Don’t read your talk. Don’t memorize, but do practice so you are familiar with it.
- Look at the audience and judge. This is a must for keeping their attention.
- Talk loud enough so people on the back row can hear you.
- Don’t talk too fast. Make sure everyone can understand everything you say.
- Dress appropriately. Be sure you are well groomed and neat. Dress to fit your presentation.
- Good posture increases self confidence.
- Stand on two feet. Try not to rock back and forth.
- Charts should be easy to read – not crowded and cluttered.
- Place your charts in a place everyone can read.
- Remember to smile, smile, smile! It takes fewer muscles to smile than to frown.
- Demonstrations and Illustrated talks – ask for questions. Project talks – do not ask for questions.

**Demonstrations/Illustrated Talks**
- Cover table with paper, table cloth, etc.
- Organize all your ingredients on a tray so that you can quickly move them from the supply table to the work area.
- Pre-measure ingredients or supplies.
- Clear empty containers from the work space as you finish with them.
- Make sure the electrical equipment works properly. Bring all supplies needed and equipment.
- Have examples of every step of the process. If something needs to dry for 5 minutes, have one already dry.
- Have “fill” information. Silence is not a good thing for a demonstration. Provide additional information about your topic – nutritional value, costs, origin of products, history of the subject, etc.
- Foods presentations: wear an apron, washable clothing and some device to keep hair in place.
- Use trays to help organize your supplies.
- Use clear containers so the audience can see what your are doing.
Use a damp cloth to wipe hands if doing foods demonstration or when using glue for crafts, etc.
Cover name brands of products.
Clear your work area before you show your finished product.
Show your finished product with mirror.

Posters/Charts
Serve as a guide to you.
Add interest to the title, topic and ideas presented.
Focus and hold audience attention.
Emphasize key points.
Show comparisons.
Summarize main thoughts.
Should be neat and attractive.
Use upper and lower case letters. (all capitals are hard to read)
Use block letters. Avoid script or broken letters.
Letters should be at least 2” in height in order to be read from 20’ away.
Should be easily read. Don’t clutter or crowd with too many words/ideas.
Use bullets or outline style.
Limit the number of colors used. Easy to read colors include:
  ✓ Black on white
  ✓ Green on white
  ✓ Blue on white
  ✓ Yellow on black
Hard to read colors include:
  ✓ White on red
  ✓ White on orange
  ✓ Red on yellow
  ✓ Green on red
Use color for emphasis, but don’t use it on everything.
Beware that flourescent colors can be hard on the eyes.
Do not mix color within words.
Let color work for you, not against you!
At least 3 posters – Title poster, steps/supplies and a summary.
Use heavy weight poster board.