Subject Matter or Topic: ______________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Short Title: ______________________________________________________________________________

Introduction (10%) is an attention grabber. Ask a question, show a unique object or picture, tell a startling fact, make a challenging statement, tell a short story or show a finished product. ____________________________________________________________________________________________
__________________________________________________________________________________________

Body (80%) includes the most important information. Follow the steps below:

A. Do:
List step or procedure #1. __________________________________________________________________
List step or procedure #2. __________________________________________________________________
List step or procedure #3. __________________________________________________________________
List step or procedure #4. __________________________________________________________________
List step or procedure #5. __________________________________________________________________

B. Say:
One, two or three sentences for step #1. __________________________________________________________________
__________________________________________________________________________________________
One, two or three sentences for step #2. __________________________________________________________________
__________________________________________________________________________________________
One, two or three sentences for step #3. __________________________________________________________________
__________________________________________________________________________________________
One, two or three sentences for step #4. __________________________________________________________________
__________________________________________________________________________________________
One, two or three sentences for step #5. __________________________________________________________________
__________________________________________________________________________________________
C. Equipment and Visuals:
List equipment/visuals needed to do step #1. _____________________________________
List equipment/visuals needed to do step #2. _____________________________________
List equipment/visuals needed to do step #3. _____________________________________
List equipment/visuals needed to do step #4. _____________________________________
List equipment/visuals needed to do step #5. _____________________________________

D. Why:
Tell why you did step 1 this way. ________________________________________
Tell why you did step 2 this way. ________________________________________
Tell why you did step 3 this way. ________________________________________
Tell why you did step 4 this way. ________________________________________
Tell why you did step 5 this way. ________________________________________

Follow this same procedure until you have completed the body of the demonstration or illustrated talk. The number of items listed depends on the type and length of presentation.

Summary/Conclusion (10%) quickly recaps the main points of the presentation.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Other resources to help you

<table>
<thead>
<tr>
<th>4-H Communication Fact Sheets:</th>
<th>4-H980 4-H Demonstrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>4H975 Kansas 4-H Project Talk Scoresheet</td>
<td>4H982 4-H Illustrated Talks</td>
</tr>
<tr>
<td>4H976 Kansas 4-H Demonstration and Illustrated Talk Scoresheet</td>
<td>4H983 4-H Public Speaking</td>
</tr>
<tr>
<td>4H977 Kansas 4-H Public Speaking Scoresheet</td>
<td>4H984 Effective Presentation Tips</td>
</tr>
<tr>
<td>4H978 Kansas 4-H Presentation Overview</td>
<td>4H985 Preparing and Using Visual Aids</td>
</tr>
<tr>
<td>4H979 4-H Project Talks</td>
<td>4H986 Presentation Brainstorming Activity</td>
</tr>
</tbody>
</table>

Written and revised by
Deryl E. Waldren, 4-H Youth Development Specialist; James P. Adams, 4-H Youth Development Specialist

Use of copyrighted and trademarked materials in 4-H presentations and posters:
A copyright and/or a trademark are legal methods used by artists, photographers and writers to protect original creative works such as photographs, books, music, recipes, sports logo insignias, brand names and art work. The copyright symbol does need to appear on a work for it to be protected by copyright. Copyrighted materials cannot be reproduced without permission and proper crediting of the source. 4-H members need to be aware of copyright restrictions and take steps to obtain permission to use copyrighted materials and trademarks. Full details cannot be covered in a short paragraph, but additional helpful information can be found on K-State’s Intellectual Property site: www.k-state.edu/academicpersonnel/intprop/. Look for the upcoming Communication Fact Sheet, Use of Copyrighted and Trademarked Materials in 4-H Presentations and Posters.

Publications are reviewed or revised annually by appropriate faculty to reflect current research and practice. Date shown is that of publication or last revision.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

4H981

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating; Fred A. Cholick, Director.