

# Speak and Show

## Purpose

Speak and Show is a presentation that can be a demonstration or an illustrated talk that is delivered by one 4-H member. **The topic must have an agriculture or food theme** so that members learn and teach about what makes the 4-H youth program unique, it's connection to the agriculture industry.

The presentation can take the form of a demonstration in which the 4-H member teaches by showing and explaining things. The 4-H member describes what he or she is doing and makes something or shows a technique using ingredients, tools, etc. A speak and show presentation does not have to conclude with a finished product, the end result could be a learned skill or technique. An illustrated talk tells how something is done and includes visuals. illustrated talk, flip charts, posters, pictures, models, slides, flannel board, chalkboard, power point programs, or real objects are used. There is no finished product.

Illustrated talk is similar to a demonstration except that visual aids are used instead of making an actual product. Either form of presentation is acceptable for a Speak and Show presentation'

## Getting Ready to Present

Know your subject. Because it is impossible to show and tell everything there is to know about a subject during a presentation, you should be prepared to answer questions your audience may ask. One main idea or theme should dominate your presentation.

You should confine the presentation to something that can be demonstrated or illustrated. Take into account the physical facilities that are needed and available when choosing your subject.

The title of your presentation should give a hint about your topic. Be creative when giving your presentation a title. For example, if you are going to do a presentation on raising bees for profit, you might choose the title "You Can Bank On Bees" as opposed to " The Steps in Raising Bees."

## Time Limits for Speak and Show

- Juniors 5-10 minutes
- Seniors 10-20 minutes

## Shaping the Presentation

You should prepare a written outline of the parts of your presentation. Include three main parts: introduction-the title/theme of it; body-the "show and tell" portion; and summary-the "what" of it.

## Introduction

This should be brief, original, and a follow-up of the title. Tell the audience the topic was selected. Make your audience feel that the subject is important. Be sure to introduce yourself.

## **Body**

- Ask yourself the following questions when you prepare the show-and-tell portion of your Speak and Show.
- What are the steps that are necessary to carry out the presentation?
- What is the logical order of things that I should do in the presentation? What should I say to explain the order of events?
- What materials do I need to do the presentation?
- Can I use posters or other visual aids to illustrate the presentation and to stress the main points in a clear and effective way?

The body of the presentation should show and explain the necessary steps in the process. Develop the central idea as each step is presented. Tell what is being done and why you are using a particular method. For example, imagine you are giving a demonstration on how to make a sack using French seams on a very thin fabric. You explain that French seams enclose the raw edges and will make the see-through product more pleasing to the eye.

Design explanations to fill the action time. Give them in your own words. Memorizing material is not recommended. However, since presentations are somewhat formal, avoid personalizing the explanations. Instead of saying, "You should use shears..." it is better to say, "shears are best because..." Also, be sure to speak in complete sentences throughout your explanations.

Use proper equipment for the job at hand. Show skill in operating equipment. Work for simplicity and attractiveness. Keep housekeeping to a minimum. Build to a climax.

Some demonstrations pose special problems such as long intervals between steps. Avoid this problem by having the item or product available at various stages of development. For example, show dinner rolls at the preparation and completion stages.

## **Summary**

This is your last chance to put your message across. Confine your summary to points of the presentation you want the audience to remember such as ways the topic can be valuable to them. Never introduce new material in the summary,

Be prepared to answer questions. The audience may have missed some point or a step of the presentation. Or they may want to test your knowledge.

When a question is asked, let the entire audience know what the question was by repeating it or by incorporating it in the answer. If questions are asked that you can't answer, don't worry. Simply say you don't know the answer. Unless the presentation is a contest, you may ask the audience to help with the answers.

When there are no more questions, finish the presentation with a concluding line and/or invite the audience to inspect the finished product.

Having copies of procedure on a handout available for the audience is a popular gesture.

## Practical Hints

When preparing your presentation, follow these guidelines to add polish to your Speak and Show presentation.

### Setting Up

- Arrange equipment and supplies so that the audience can see clearly,
- Place extra equipment on a second table away from the demonstration table.
- Use trays to group your supplies and equipment. It is easier to move materials on trays and it looks neater'
- When possible, use transparent equipment such as glass bowls so the audience sees the material and the process.
- Label containers clearly and be sure your labels are visible to the audience.
- Keep a hand towel or paper towels handy if needed. A paper bag taped or tacked to the table or working area serves as a handy waste container.

### What to Wear

First impressions are very important.

- Choose simple, practical clothing so that your audience will be attracted to your presentation, not distracted by your clothes.
- Make sure your clothing is clean, neat, and well pressed.
- Be sure that your hands and fingernails are clean and well kept.
- Keep jewellery to a minimum.
- Avoid excessive makeup.

### Visuals

Use visuals only when they enhance your Presentation. If visuals will not make the presentation better, you should not be required to use them.

Simple, well-prepared visuals help the audience learn faster, understand better, and remember longer. Visuals may be used to introduce the demonstration, to present main points, and/ or to give the summary. When using visuals, keep these points in mind:

- Keep them simple. Use large lettering so that people in the back of the room can read them,
- Remove posters as soon as you have made your point.
- Blend the posters in with your demonstration.

### Showmanship

- Make a slant board or slant the table toward the audience.
- Hold mirrors over the finished product.
- Use racks to display garments on hangers.
- Make, use, and display name tags that give the title of your presentation.
- Use trays and attractive dishes to display the finished product.
- Number the backs of posters for easy identification when using several charts of identical size and colours.
- Refer to your project materials for catchy titles for your presentation-

## **You Are On**

Most people remember what they see rather than what they hear, so the way you make your presentation is very important. With practice, you learn to give an effective presentation. Practice enables you to know the subject, to complete the presentation effectively, and to avoid hurrying.

Poise and confidence are also important factors in a successful presentation. Always begin your presentation with a smile. In addition:

- Look at the audience.
- Stand erect.
- Show enthusiasm for your subject.
- Talk directly to the audience in a clear, conversational tone (not too soft and not too loud).
- Goofs do happen-go right onwith your presentation and explain what happened.
- Act and look like you enjoy presenting. Motivate the audience to want to do what you are doing.
- Weave personal experience into your presentation
- Keep notes available, but never read from them or rely on them too heavily.

Keep these guidelines in mind as you prepare your presentation. Then select a topic, a theme, and a title. Develop them through the beginning, middle, and end of your presentation. Add some polish with aids and you, too, will end up a winner!

## **Source of Material for Speak and Show**

Ellen Murphy, E. (DATE). How to make a 4-H public presentation. CITY WA: Cooperative Extension, Washington State University, 8M4787.