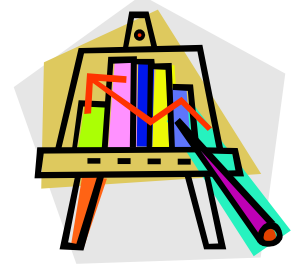




PUBLIC PRESENTATIONS

HELPFUL HINTS



1. When giving a speech, don't use the table as a support. If a podium is available, ask if you can use it.
2. When presenting a speech you **can** move around. You do not have to be stationary behind the table or podium.
3. At the conclusion of a presentation, if you ask "are there any questions?" wait six to ten seconds to allow for a response.
4. Use "catchy" opening comments.
5. When doing a demonstration and you have small items, make them longer. Everyone in the audience needs to see what you are doing. (Example - sewing on a button -- make a giant button and use yarn in place of thread).
6. Use clear bowls when doing food demonstrations.
7. It is difficult to do a demonstration as a continuum of someone else's. It is recommended to break into presentations that stand on their own, or do a team demonstration, with both team members involved throughout the presentation.
8. When demonstrating with animals, have concern for their safety. Provide a cage, if possible, or keep on a leash.
9. Practice in front of a mirror.
10. When setting up your demonstration make sure the audience has a clear view of what you are doing. Ingredients and materials should be on the sides.
11. It is helpful to pre-measure some ingredients. You must, however, measure 1 or 2 things so that the judge can see that you are using the correct procedure.
12. It is helpful to have a finished sample available to show the audience at the end of your demonstration if you do not have time or equipment (cookies, some crafts) to completely finish your project.
13. If cooking, you must wear an apron and have your hair tied back.



University of Connecticut
COOPERATIVE EXTENSION SYSTEM
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