4-H Communication Fact Sheet 3.1

4-H Demonstration or Illustrated Talk Outline Planning Form

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

| 4-H Communication Fact Sheets: | 4H980 4-H Demonstrations |
| 4H975 Kansas 4-H Project Talk Scoresheet | 4H982 4-H Illustrated Talks |
| 4H976 Kansas 4-H Demonstration and Illustrated Talk Scoresheet | 4H983 4-H Public Speaking |
| 4H977 Kansas 4-H Public Speaking Scoresheet | 4H984 Effective Presentation Tips |
| 4H978 Kansas 4-H Presentation Overview | 4H985 Preparing and Using Visual Aids |
| 4H979 4-H Project Talks | 4H986 Presentation Brainstorming Activity |

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