



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 <i>4-H Demonstrations</i>
4H975 <i>Kansas 4-H Project Talk Scoresheet</i>	4H982 <i>4-H Illustrated Talks</i>
4H976 <i>Kansas 4-H Demonstration and Illustrated Talk Scoresheet</i>	4H983 <i>4-H Public Speaking</i>
4H977 <i>Kansas 4-H Public Speaking Scoresheet</i>	4H984 <i>Effective Presentation Tips</i>
4H978 <i>Kansas 4-H Presentation Overview</i>	4H985 <i>Preparing and Using Visual Aids</i>
4H979 <i>4-H Project Talks</i>	4H986 <i>Presentation Brainstorming Activity</i>

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