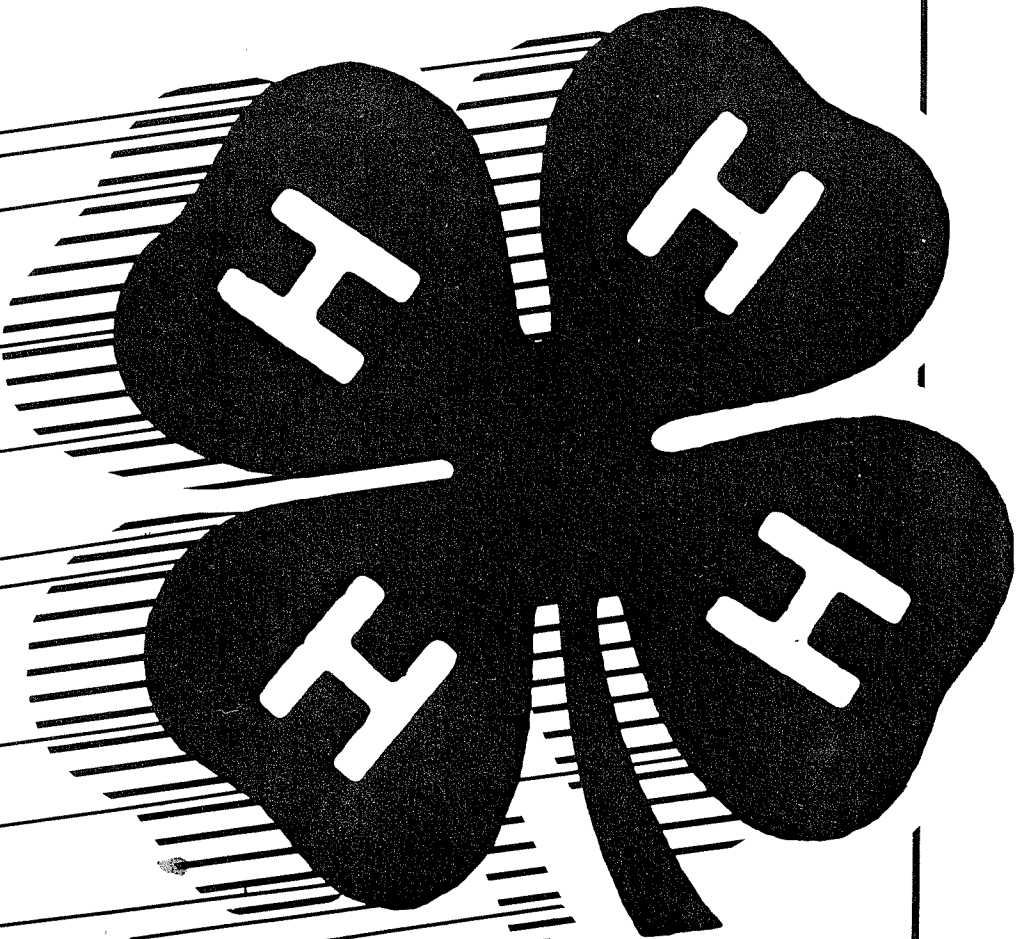




DO A VISUAL PRESENTATION



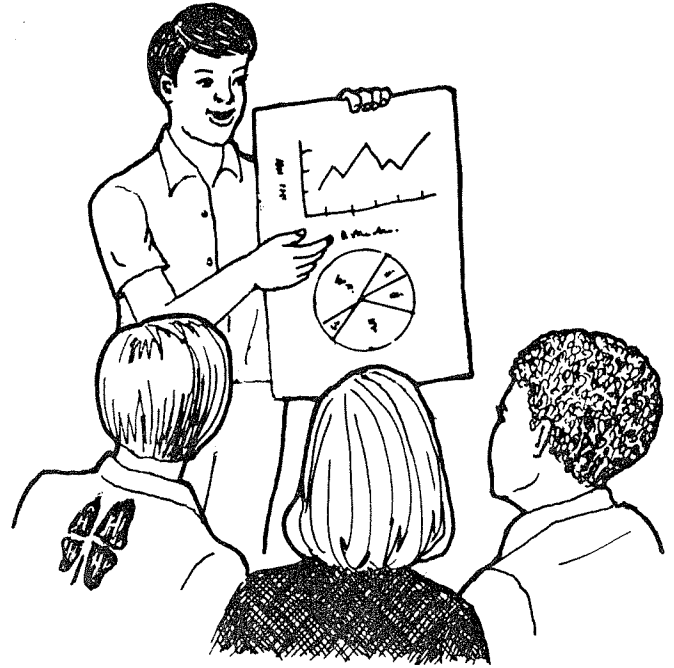
Florida Cooperative Extension Service / Institute of Food and Agricultural Sciences
University of Florida, Gainesville / John T. Woeste, Dean for Extension

WHAT IS A 4-H VISUAL PRESENTATION?

A visual presentation is a teaching method used to communicate an idea. Charts, flannel boards, flash cards, slides, models, photography, or chalk boards are aids that can be used. Visual presentations include demonstrations and illustrated talks.

A 4-H Visual Presentation Teaches You To:

- Express yourself clearly.
- Research a subject.
- Organize ideas in logical order.
- Develop poise in speaking before a group.
- Develop these attitudes and feelings:
 - “I can do it.” — pride in skill.
 - “I’m in.” — the fun of belonging to a group.
 - “What I say and do counts” — a feeling of status in the group, acquired from taking part.
 - “I can get and give help.” — a feeling of interdependence and security as a group member.



YOUR METHOD

Demonstration? Illustrated talk? Which method should you use? What is the difference?

Here are some of the key differences between a method demonstration and an illustrated talk. It is not possible always to draw clean lines between the two.

Demonstration

- A demonstration is **DOING**.
- A demonstration is **SHOW HOW**. As you show how, you tell how.
- In a demonstration you **MAKE** something or **DO** something. There is always a finished product.

Illustrated Talk

- An illustrated talk is **TALKING**.
- A illustrated talk is **TELL HOW** with the aid of visuals.
- In an illustrated talk you use **CHARTS, PICTURES, MODELS, CUT-OUTS, ETC.**

As you start to select a method for your presentation, ask yourself such questions as:

- Do I want to show and explain the actual steps in doing something? Then give a **demonstration**.
- Are visuals the best way to explain your topic? Give an illustrated talk.
- Can you take all the equipment needed or does space allow use of equipment? If the answer is “no”, do an illustrated talk.
- Are you teaching members of a small group how to do a new skill? Use a method demonstration.

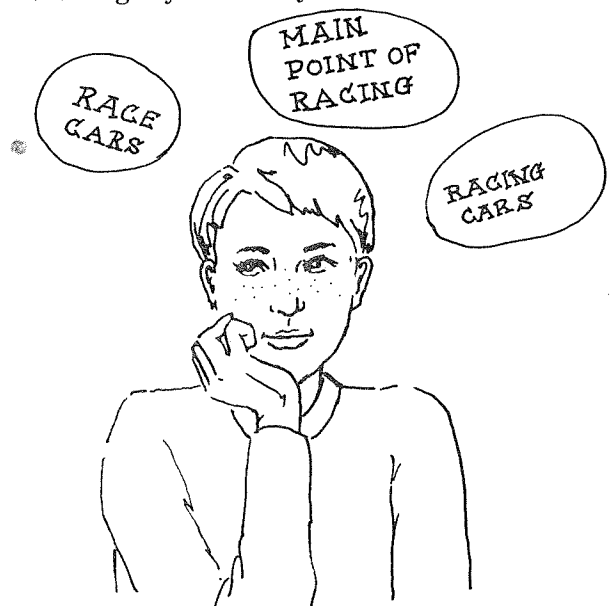
Individual or Team Demonstration.

When the demonstration requires more work than one person can do alone, a team demonstration is called for. Extra practice is usually required in a team effort so that the two participants can better coordinate their parts. Both team members should participate equally in the speaking and showing of the presentation.

THE PLACE TO BEGIN

Select a subject that:

- interests you
- relates to one of your projects
- is of practical value
- challenges your ability



Narrow the subject to one principal idea or theme. Choose one that has a theme that can carry out your purpose in giving the visual presentation.

Select a title that:

- relates to the subject and is "catchy"
- is original
- is short
- suggests the subject without telling the whole story.

Sometimes it is easier to select an idea, develop the visual presentation, and then decide on a title.

Consider the length

You will want your presentation long enough to cover the subject, but short enough to keep your audience's attention.

For competitive 4-H events in Florida, the length should not be less than 5 minutes and not more than 12 minutes in length for senior members.

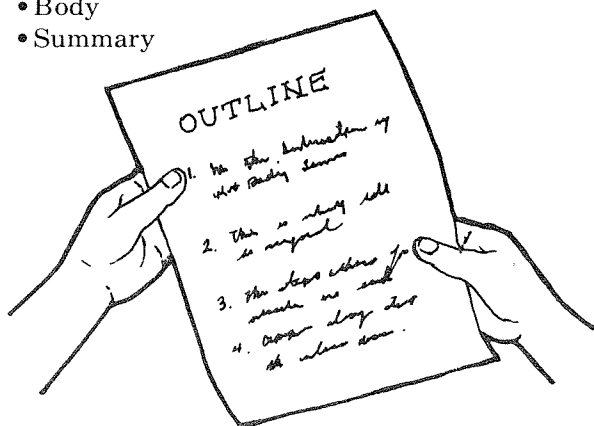
YOUR PLAN

An outline helps you to organize your presentation and to make it more effective. It includes:

- listing the supplies you need (equipment, easel, charts, others)
- collecting information that is correct and approved by the Cooperative Extension Service.
- listing the steps to be shown, in order.
- deciding what you will say along with each step.
- planning how you will use equipment and materials.

The Skeleton Outline

- Introduction
- Body
- Summary



Introduction

This is your interest-getter

Introduce yourself — *unless* you have been introduced

"Sell" your subject to the audience

Be original

Be brief

Make a smooth transition into the main part of your presentation.

Body (Main Part)

This is the place where your knowledge of the subject and your skill in "selling" the subject comes across to the audience.

It is important to:

- use your own words
- discuss the main parts in a logical order
- use accurate and up-to-date information
- show correct methods
- talk to the audience
- use appropriate visuals
- cover the subject
- eliminate unnecessary information which does not contribute to the main parts.

Summary

- Highlight the main points
- State sources of information
- Ask for questions

YOUR VISUALS

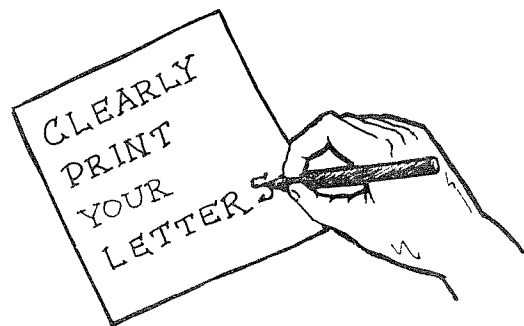
A well chosen visual can make the difference between success and failure in a presentation. Experiment to determine the type of visual best suited to your topic... actual objects, posters, charts, cartoons, flannel boards, flip charts, or something else.

If you are using equipment:

- Select the best possible piece for the job
- Arrange in order of use
- Make sure equipment is in good working order
- Practice using the equipment
- Arrange so audience can see

If you are using posters:

- Use Posters
 - to add interest and sparkle
 - to explain a point



To evaluate your poster, ask yourself:

- Is it needed?
- Is it large enough for the audience to see?
- Is it on heavy cardboard which will not buckle or bend?

- Is it easy to use?
- Is it colorful?
- Does it stress or explain a point?

LOOK SHARP

Appearance Counts!

You are not only selling a subject, you are selling yourself.

- Dress appropriately for your presentation.
- Wear 4-H attire if appropriate.

Sell Yourself

The job of selling yourself to your audience will be easier if you:

- Start with a smile
- Be enthusiastic
- Are well-groomed from head-to-toe
- Have good posture
- Have eye contact with the audience
- Speak distinctly

Avoid mannerisms that may distract the audience.

- Pushing back hair
- Rocking back and forth
- Too much jewelry
- Jangling change
- Chewing gum

BE SHARP

- Arrange posters in the order you wish to use them
- Plan for all the supplies you need
- Arrange supplies conveniently and attractively so your audience can see all processes
- Have only the necessary items in view
- If you use notes, put them in outline form and use them inconspicuously
- Do not talk when your back is to the audience
- Remember to:

Loosen caps and tops before beginning the visual presentation
Cover the brand names

If you use trays,
—line them with paper towels to lessen noise
—place tall items in back; arrange in order of use

- Practice your delivery

Practice will help you:

Do things in a logical order

Stay within the time limit

Use visuals skillfully

Know if you have enough information about the subject

Don't quit now — you are making progress.

You will find many places to give good visual presentations: in 4-H Club meetings; 4-H Council meetings, project training workshops, and 4-H visual presentation contests. You can learn to give a visual presentation; then you can teach someone else. Pass it on.

Each time you give the visual presentation, try to improve it. Do your best to make the visual presentation a learning experience for you and your audience.

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Appreciation is expressed to Mississippi, Kentucky
and Texas Extension Services for portions
of the text.

This publication was produced at a cost of \$175.00, or 7.0 cents per copy, to inform 4-H youth how to do visual presentations. 1-2.5M-90

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