Kansas 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:
• 4H1105, Kansas 4-H Project Talk Scoresheet
• 4H1104, Kansas 4-H Demonstration and Illustrated Talk Scoresheet
• 4H1103, Kansas 4-H Public Speaking Scoresheet
• 4H978, Kansas 4-H Presentation Overview

• 4H979, Kansas 4-H Project Talks
• 4H980, Kansas 4-H Demonstrations
• 4H982, Kansas 4-H Illustrated Talks
• 4H983, Kansas 4-H Public Speaking
• 4H984, Effective Presentation Tips
• 4H985, Preparing and Using Visual Aids
• 4H986, Presentation Brainstorming Activity

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