



HELPFUL HINTS FOR 4-H DEMONSTRATIONS



DEMONSTRATIONS

DELAWARE 4-H

A successful 4-H demonstration doesn't have to be complicated or difficult; instead it can be a lot of fun! Demonstrations are a great opportunity to show your 4-H knowledge and skills to others, Read on for some tips and tricks for planning an excellent 4-H demonstration!

Tip 1: Choosing Your Demonstration Topic

4-H members may present a demonstration on any topic of interest to them. However, members should choose a topic from their 4-H project work or something in which they are currently interested. The more interest a 4-H'er shows in their topic, the more interested the audience will be.

Some questions to consider when choosing your demonstration topic include:

- *Am I interested in this subject?*
 - *Does it have action?*
- *Can it be clearly demonstrated?*
- *Does it have one main idea?*
 - *Can I do it easily?*
- *Is it related to my project?*

A demonstration has three parts: introduction, body, and summary.

Tip 2: The Introduction

The introduction is designed to let the audience know what you will be talking about.

- Get the audience's attention: a snappy statement, short skit, or question
- Introduce yourself so the audience knows who you are
- Tell why you are demonstrating: be clear and concise
- Say why the audience should listen: make it interesting

Tip 3: The Body

The body is the main part of your demonstration.

- Show and explain steps: use logical order, explain each step clearly before moving on
- Combine talking and doing: talk while working, fill in with extra information relating to your demonstration
- Show step-by-step: it may not be necessary to complete each step, for example you may only sew part of a seam, or shape part of a pie crust
- Be prepared: have materials ready in the various stages to show all steps
- Understand your demonstration: do research on your topic, be able to clearly explain everything you do or show

Tip 4: The Summary

The summary is just as important as the introduction and body, and it must be included!

- Reemphasize the important points: design a new slide or poster to highlight these points, don't read through your original slides or posters
- Give your sources: tell the audience where you got your information
- Ask for questions: always repeat the question before you provide the answer (i.e. Say "the question has been asked" and then answer the question). If you don't know the answer make a suggestion for a possible reference or offer to look the answer up and provide it at a later time. Share: if appropriate provide handouts or samples
- Thank the audience: when you are finished thank the audience for their time and quickly gather your equipment

Tip 5: Presentation & Delivery

- Use action words such as cut, place, fold, mix, turn, hold, etc., and then use materials and tools to show the action
- Demonstrate actions so that the audience can clearly see what you are doing
- Speak slowly, loudly, enunciate clearly, and be enthusiastic.
- Dress appropriately and be well groomed; remember to keep the focus on the demonstration, not you.
- If working with food, long hair should be tied back.
- If doing a team demonstration
 - ◆ Make sure the demonstration is difficult and long enough for two people
 - ◆ Divide the working and talking evenly

Tip 6: Materials & Organization

- Select only the materials and equipment that are necessary for your demonstration
- Only use what is necessary to keep your workspace free of clutter
- Keep materials to the side or in the background when you are not using them, trays can be useful for this
- If your demonstration is messy work on newspaper or a table cloth
- Bring something to collect your trash
- Use clear plastic or glass containers and bowls so the audience can see clearly
- For foods demonstrations use wooden spoons so the audience can hear well; have a wet towel to wipe up any spills
- Be familiar with your equipment and know how to handle all of your materials
- In cases where you cannot bring the actual item, such as an animal, use a stuffed animal, model, or poster to demonstrate actions



Tip 7: Visual Aids

Visual aids are an important part of your demonstration, and you have a few different options for which type you would like to use

- Posters
 - ◆ Arrange in order, and handle your posters from back to front
 - ◆ Letters and print should be neat and large enough for the audience to read; keep letters between 2-3" tall
 - ◆ Keep posters the same size
 - ◆ Use one color for letters within a word; use solid letters
 - ◆ Use colors that the audience can clearly see; black, red, green and blue are all recommended. Yellow, neon, and very light colors are not recommended. Remember to take into account the color of your poster board when determining which color your letters will be.
 - ◆ Utilize the full space of your poster

- PowerPoint
 - ◆ Font should be between size 28-32 for the audience to read clearly; font should never go below size 24
 - ◆ Use contrasting colors; a dark background with a light text works best
 - ◆ Be consistent and use the same font and colors throughout; try to use no more than two fonts and three colors
 - ◆ Choose fonts and colors that the audience will be able to easily read

- Posters and PowerPoint
 - ◆ Use a title poster or slide; show this when you begin your demonstration
 - ◆ Stick to one main idea per poster or slide
 - ◆ Use bullet points and be brief; do not write a summary of your demonstration
 - ◆ Use a minimum of two posters or slides; don't put your entire demonstration on one poster or slide
 - ◆ Use a separate summary poster or slide
 - ◆ Don't write in all uppercase letters/CAPS

You are well on your way to being a great demonstrator!

Don't Forget...

- ◇ Practice makes perfect
- ◇ Use eye contact when presenting
- ◇ Smile and have fun
- ◇ Avoid chewing gum and using distracting motions such as fiddling
- ◇ Demonstrations may not be longer than 15 minutes
- ◇ You have 5 minutes to set-up your space
- ◇ Keep your space neat and tidy
- ◇ Quickly pack up your materials when your demonstration is over
- ◇ When applicable bring samples and instructions/recipes to share
- ◇ Always ask for questions and repeat the question before providing the answer

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