

# 4-H Demonstrations

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Everyday you listen to others and they listen to you. You share ideas with your parents or friends trying to be as clear as possible so they understand what you mean. That is what demonstrations are all about— learning how to organize and present ideas and information so that others will understand you and learn from you.

When you show others how to cut fabric or safely handle a firearm, you are demonstrating. You may use posters, pictures, and charts to help explain your topic. Learning how to prepare and deliver a demonstration will help you develop your public speaking skills.

Your 4-H club is a great place to practice giving a demonstration. In fact, members officially complete their 4-H year when they deliver a demonstration for every project they are enrolled in and they turn in a record book.

If you think of your 4-H demonstration simply as an opportunity to share something with your 4-H friends, it's easy. Every day people show and/or tell others how to do things, such as using a computer, holding a baseball bat, or operating a piece of equipment.



**BE BOLD. Shape the Future.**  
**College of Agricultural, Consumer  
and Environmental Sciences**

## PLANNING YOUR DEMONSTRATION

Planning is the key to success. Planning gives you confidence because you really know what you are doing. In addition, careful attention to details during your planning will make your demonstration easier. The length of a demonstration can vary from a short 2 to 5 minute "mini" demonstration for younger or newer members. Older and more experienced members should take 8 to 12 minutes.

## CHOOSING YOUR TOPIC

The first step in planning your 4-H demonstration is selecting a topic. It should be something interesting to you and the audience. Successful 4-H demonstrations don't have to be difficult or complicated. The more you know about the subject, the easier it will be. You should select a demonstration that relates to one of the 4-H projects you are currently enrolled in.

When choosing your demonstration topic, use these questions to help you decide what it is you want to do:

- \* *Am I interested in this subject?*
- \* *Can it clearly be demonstrated?*
- \* *Can I do it easily?*
- \* *Is it related to my project?*

*Content Adopted from Minnesota 4-H, Illinois 4-H, Ohio 4-H*

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## CHOOSING A TITLE

The next step is selecting a title that will describe your demonstration and catch the interest of your audience. If you can't think of a title right away, continue planning your demonstration and maybe a catchy title will come to you before you finish.

## INTRODUCTION

The introduction part of your demonstration is designed to let the audience know who you are, what your demonstration is about, and why it is important. It should be clear and interesting. To catch the interest of the audience use a shocking fact or statement, humor, a short story, or a thought-provoking question. It is easier to make your points when the audience knows what project you are going to be talking about and why this project is important.

Before starting, be sure to introduce yourself by stating your name, 4-H club, and title of your demonstration.

## BODY

This is the main part of your demonstration. This is where you will include all of the ideas you want to share with your audience or the "show and tell" part as you go through the steps to explain your topic. The steps should be in a logical order and clearly shown or explained before moving on to the next one.

Depending on the demonstration topic, the entire process may not be shown directly to the audience. In this case, each step should still be clearly explained. It may be necessary to have materials or photos prepared for various stages to show all of the steps.

## CONCLUSION

The conclusion is used to "wrap-up" your demonstration. Reemphasize the most important points or steps. During the conclusion, be sure to display your product(s) in an attractive manner so others will want to try your 4-H project.

Ask for questions. If you don't know the answer, apologize and let the audience know you don't currently know the answer. It is okay not to know everything, you are still learning too. After answering questions, thank the audience and gather your equipment as quickly and quietly as possible.

SMILE and BE PROUD of your accomplishment. YOU DID IT!

## THE PLANNING SHEET

Preparing an outline of your demonstration will help you organize your ideas. A planning sheet, like the ones on the following pages, may serve this purpose.

For most people, writing down each of the main ideas or steps with some notes is better than memorizing word for word. As you practice and present the demonstration, discuss each idea or step using your own words.

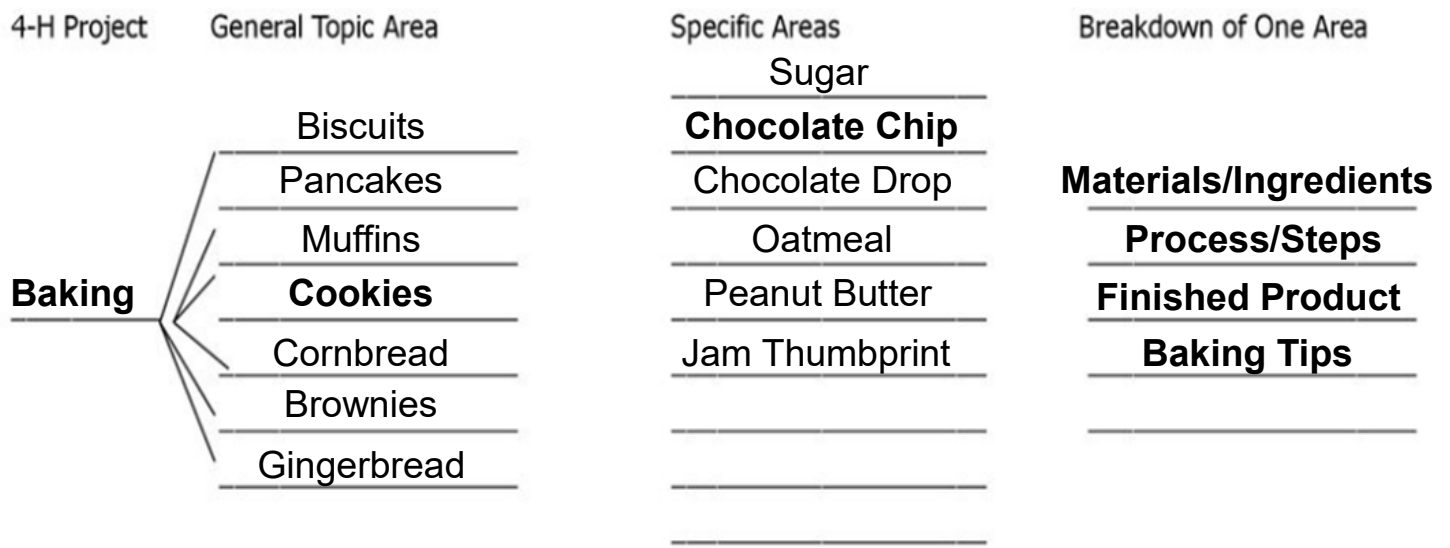
## RESEARCH

Once you have picked a topic, find as much information as you can. You might use a 4-H project book, check out the library, or surf the web. Ask your parents, club leaders, or 4-H agent for ideas about resources that you might check out.



# Brainstorming Your Demonstration Topic

Determining the topic and purpose of your presentation can be very challenging. Brainstorming is a useful technique that can help you narrow down your topic and determine what you will address in the body of your demonstration. There are several different ways to brainstorm, such as word stems and webs. The diagram below might help you get started, but always use the method that works best for you!!



## YOUR TURN!!!

4-H Project	General Topic Area	Specific Areas	Breakdown of One Area

# Planning for Your 4-H Project Demonstration



## Choosing a Topic

**What projects am I taking?**

**In the project areas above, what is something that I can easily demonstrate?**

(visualize yourself showing a friend how to do something you have learned through a 4-H project)

**Can I narrow the topics above so that I can thoroughly cover the subject matter?**

(For example: broad topic = swine production; narrowed topic = how to ear notch a pig)

**Who is my audience?**

How old are the people who will listen to my demonstration?

What have I listed above that might interest them?

How much do they know about the topics I listed above?

**After considering my knowledge of my 4-H projects and thinking about the interests of my audience, I think I will show how to \_\_\_\_\_ for my 4-H demonstration.**

# Planning for Your 4-H Project Demonstration



## Preparing the Content

Unique Title: \_\_\_\_\_

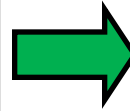
<p><b>To get my audience's attention:</b></p> <ul style="list-style-type: none"> <li>• I'll tell a short story about the topic... OR</li> <li>• I'll report an astonishing statistic or say something else that will surprise my audience... OR</li> <li>• I'll ask a thought-provoking question</li> </ul> <p>Then I'll state the purpose and narrowed subject of my demonstration.</p>	<p style="text-align: center;"><b>Introduction</b></p>											
<p><b>Now I should divide the important information that I want to share into steps for performing the demonstration.</b></p> <div style="background-color: #e0e0e0; padding: 10px; border-radius: 10px; margin-top: 20px;"> <p>Your 4-H project book can help you prepare the content. However, don't copy sentences. Use your own words.</p> </div>	<p style="text-align: center;"><b>Body</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>											
<p><b>To finish, I'll choose one or more of these ideas:</b></p> <ul style="list-style-type: none"> <li>• Re-emphasize main points</li> <li>• Call for an audience action</li> <li>• Show the benefit to others of participating in this project</li> </ul> <p><b>I must remember:</b></p> <ul style="list-style-type: none"> <li>• Be brief</li> <li>• Make my project demonstration sound finished</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center; height: 100px; vertical-align: middle;"> <p><b>Conclusion</b></p> </td> </tr> <tr> <td colspan="3" style="text-align: center; height: 50px; vertical-align: middle;"> <p><b>Ask for Questions</b></p> </td> </tr> <tr> <td colspan="3" style="text-align: center; height: 50px; vertical-align: middle;"> <p><b>Catchy Wrap Up Statement</b></p> </td> </tr> </table>			<p><b>Conclusion</b></p>			<p><b>Ask for Questions</b></p>			<p><b>Catchy Wrap Up Statement</b></p>		
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# Planning for Your 4-H Project Demonstration



Make note cards if you like to use them

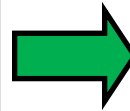
## Introduction



Note card one

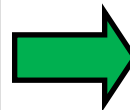
## Body

1.



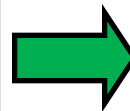
Note card two

2.



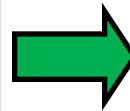
Note card three

3.



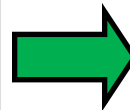
Note card four

4.



Note card five

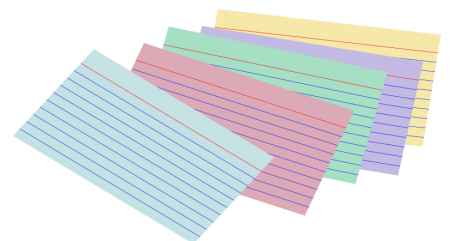
## Conclusion



Note card six

If you don't have note cards, make your own from notebook paper.

Also make note cards for trays or boxes containing materials so you don't forget anything that you need!!



# Practicing Your 4-H Demonstration



Practice can make perfect. It is a good idea to practice your demonstration before a mirror and your family. Family members can give suggestions that will improve your presentation. Working before a mirror will help you learn to control your nervousness and spot needed changes. If you have access to a video camera, use it for practicing. Practice sessions will pay off when you successfully complete a demonstration for your club.



## *Tips for practicing:*

- \* **Re-create the demonstration setting.** Practice your demonstration while standing up. Actually rehearse each step. Use your props and visual aids. Consider what you will wear. Will your outfit inhibit gestures or movement?
- \* **Experiment.** Try out different voices and gestures. Determine how to use your voice and body motions to emphasize key points or demonstrate an action.
- \* **Discover awkward phrases and tongue-twisters** that you did not notice when writing and editing. Speaking out loud exposes flaws that reading does not.
- \* **Gauge your energy level.** Does this demonstration presentation fire you up? Or are you bored with it? If you're bored, how can you change your demonstration to make it more exciting?
- \* **Gauge your timing.** How long will your demonstration take? Is it too short or too long? How can you alter your demonstration to reach your target time?
- \* **Reduce nervousness.** Practicing even one time will help you build more confidence in your material. The more you practice, the less nervous you will be.
- \* **Take notes and use all that you learn.** Don't hesitate to stop in the middle of practicing to jot down new ideas or changes that need to be made. Edit your demonstration accordingly.



# Delivering Your 4-H Demonstration



You are finally ready to deliver your demonstration! You have spent a lot of time preparing and practicing, now it is show time. The delivery of your demonstration should show poise and enthusiasm. Be happy and enjoy yourself. A smile will put you and the audience at ease!



## ***Tips for delivering your demonstration:***

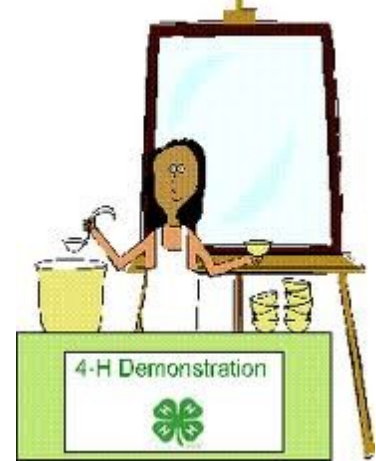
- \* **Eye contact.** Look directly into the eyes of your audience during your demonstration. Look at people in various parts of the audience.
- \* **Posture.** Stand in a comfortable position. Be sure to face the audience. Be careful about turning your back to the audience.
- \* **Voice.** Speak loudly enough for all of the audience to hear, but not so loud that it seems like you are yelling. Carefully pronounce words.
- \* **Gestures.** When using gestures, try to be natural and relaxed.
- \* **Emphasis.** Pause just before and after important points. You can also change the tone of your voice to add more emphasis.
- \* **Quotations.** Give full credit to your source when quoting.
- \* **Use action words.** For example, cut, pull, place, fold, mix, attach, turn, hold, or saw. Show the action using materials and tools.
- \* **Notes.** DO NOT read from your note cards. Refer to your note cards for the main points you want to make. Note cards are a tool to help keep you organized.
- \* **Attire.** Dress appropriately for your audience and topic.
- \* **Visual aids and materials.** Keep all of the materials for your demonstration organized and out of the way except when you are using them.
- \* **Relax.** Being confident in yourself will help you relax. If you make a mistake, it is okay. Just take a deep breath and start again.
- \* **SMILE.** You should enjoy the topic you are demonstrating about. Having fun is the most important part of giving a demonstration. Remember, you are talking to a group of 4-H friends. If you're excited, they will be excited too!



# Materials and Equipment for Your 4-H Demonstration



Being prepared is key to an effective demonstration. Make a list of the materials and equipment you will need. Double check to make sure you have all of the materials needed for your demonstration several days before. Gather and organize your materials and equipment logically.



## ***Tips for materials and equipment***

- \* Select only the materials and equipment needed for your demonstration and use them correctly.
- \* Test your items beforehand so you know that they are not broken and still functioning properly.
- \* Arrange each piece of equipment in the order you plan to use it.
- \* If a large number of items are needed, arrange them on trays and place them on a table behind you.
- \* Place materials and equipment to the side. When you are using these items, but them in front of you. When finished, move them to side and out of the way again.
- \* Use clear plastic or glass containers when possible so the audience can see what is in them. Especially during food demonstrations.
- \* Have a towel handy for wiping hands and cleaning up.
- \* Large animal demonstrations usually don't work well in many settings. Be creative. Use posters, stuffed animals, or models to help you demonstrate your topic.

# Using Visual Aids in Your 4-H Demonstration



You can give a more interesting demonstration by using visual aids. Visual aids such as slides, PowerPoints, posters, pictures, and charts can be used to help make your point.

Visual aids can be used to show something that:

- \* *Is normally too small to be seen by a group*
- \* *Is too large to bring to the meeting*
- \* *Is hard to explain with just words*
- \* *Is difficult to remember*
- \* *Needs special emphasis*



## ***Tips for visual aids:***

- \* Don't show a visual aid until it relates to the topic. The audience may become distracted if they see it sooner.
- \* Don't stand between the audience and the visual aid.
- \* Use a pointer to show the audience what to look at.
- \* Talk to the audience, not the visual aid.
- \* Speak slightly louder when using visual aids, because audience's attention is divided.
- \* Keep the visual aid neat and professional looking. Make sure it is not cluttered.

## **Ask yourself these questions about your visual aids:**

- *Do they add interest and excitement to my demonstration?*
- *Are the words large enough for those in the back to see?*
- *Are my visual aids appealing? Colorful? Pictures?*

## **Interesting facts:**

- Only two out of ten people remember what they hear
- Seven out of ten people remember what they SEE and HEAR

# 4-H Demonstration Check List

- ☐ PROJECT– Select a project you are currently enrolled in
- ☐ INTRODUCTION– Interesting, short, complete
- ☐ TOPIC– Worthwhile and practical, informative, related to project or activity
- ☐ APPEARANCE– Dress appropriately, well groomed, good posture
- ☐ PRESENTATION– Suitable tone and pitch, poised, friendly, convincing, well-organized
- ☐ SUBJECT MATTER– Emphasize important points, information accurate, usable, knowledgeable about subject
- ☐ EQUIPMENT– Suitable for demonstration, useful visual aids
- ☐ CONCLUSION– Stress important points, show finished product, answer questions
- ☐ HAVE FUN!!! The most important thing is to have fun sharing what you have learned with your fellow members!



# 4-H Demonstration Self Evaluation

Taking time to review your demonstration is one of the most important things you can do. Your ability to self-assess enables you to honestly determine your strengths and areas you need to improve. Self-evaluation also serves to increase commitment to goal setting and awareness of areas that you may need to research more.



1. **How successful was your introduction? Did you catch the interest of the audience?**
  
  
  
  
  
  
  
  
  
  
2. **Were your main points clearly presented? Did you miss any steps? How can you more effectively communicate the body of your topic?**
  
  
  
  
  
  
  
  
  
  
3. **How successful was your conclusion? Did you reiterate the main points?**
  
  
  
  
  
  
  
  
  
  
4. **How was your delivery? Did you speak clearly, use gestures, make eye contact, etc.?**
  
  
  
  
  
  
  
  
  
  
5. **Were you able to answer questions? What might you research more for the next demonstration you give?**
  
  
  
  
  
  
  
  
  
  
6. **Overall, how successful was your demonstration? Were you prepared?**