



## Planning for Your 4-H Project Talk or Demonstration: Choosing a Topic

What projects am I taking?

**In the project areas above, what is something that I can easily talk about or demonstrate?**  
(Visualize yourself telling or showing a friend about something you have learned through a 4-H project.)

**Can I narrow the topics above so that I can thoroughly cover the subject matter in about five minutes?** (For example: broad topic = photography; narrowed topic = good composition in photography)

Who is my audience?

1. How old are the people who will listen to my report or demonstration?
2. What have I listed above that might interest them?
3. 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 report on \_\_\_\_\_ for my 4-H talk or demonstration.  
(narrowed topic)





# Preparing the Delivery of Your 4-H Project Talk or 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.



## Practicing and Delivering Your 4-H Project Talk or Demonstration

**At home, practice delivering your project talk or demonstration.**

- Don't read your talk or demonstration, but try using the note cards to remind yourself what you want to report.
  - Don't memorize your talk or demonstration, but have key ideas highlighted on the note cards to remind you of main ideas that you want to emphasize.
  - Use a conversational tone; visualize yourself telling the information to a friend.
  - Speak distinctly, carefully pronouncing words.
  - Organize materials well, and move them from left to right when you are finished with them in a demonstration.
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**Deliver the project talk or demonstration at the 4-H meeting.**

- Remember you are talking to a group of friends!
- Stand tall and show confidence.
- Look at specific people in the audience.
- Don't worry about your hands; holding your note cards will give them purpose.
- Speak loudly enough for all to hear.

**Relax and enjoy the process!**

**You are the expert!**



## Using Visual Aids in Your 4-H Project Talk or Demonstration

Sometimes a visual aid—such as a chart, poster, picture, model, or graph—can help explain information more quickly and clearly than words can.

If a visual aid will help you and your audience as you deliver your project talk, follow these rules as you prepare and use it.

### Preparing a visual aid:

- Prepare a visual aid only if it will help you impart information more easily than you can by only talking.
- Make it large enough so that everyone in the audience can easily see/read it.
- Keep it uncluttered and simple: too much information will be distracting.

### Using a visual aid:

- Show visual aids only during the part of the project talk when they relate to what you are saying. Take them down when you move to another part of your talk.
- Tape a poster or chart on a nearby wall, put it on a stand, or have a friend hold it for you.
- Point specifically to the part of the visual aid you are referring to.
- Don't hide behind a large visual aid; instead, stand beside it.

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# Suggestions for Food Demonstrations



## Preparation:

- Prepare a recipe to pass out to each person in the audience.
- Prepare an easy-to-read poster with the recipe and any additional information you want on it.
- Pre-measure ingredients into clear containers that the audience can see through.
- Organize containers and utensils on trays according to the steps in the recipe.
- Make sure your clothes are spotlessly clean; an apron is optional.
- Pull your long hair back away from your face.

## During the demonstration:

- Mix ingredients in a clear mixing bowl.
- Move containers and utensils on one side and move them to the other after use; if you are finished with a tray of ingredients, move the tray to the other side or set the next tray inside the old one.
- Tell the nutritional facts about the food you are preparing—share the food groups represented, the number of calories per serving, etc.
- When you are finished, show the final product. If you display a serving in a place setting, position utensils so the audiences can see the place setting properly in the mirror.
- Prepare a serving for the judge.



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