**Patapsco Valley 4 H Project Talk Check List**

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| **Skill** | **Completed** |
| **Start of Project talk**-smile-introduce yourself and what club you are from  Example: “Hello my name is Jill Jones and I am a Junior Member with Patapsco Valley 4 H Club”-introduce your Project talk – what will you be talking about? |  |
| **Voice**-speak clearly, enunciate words well-speak loud enough for entire room to hear, project your voice-do not speak too fast or too slow, let your voice flow in a natural rhythm |  |
| **Body Language/Posture/Appearance**-stand up tall, shoulders back, chin up – good posture-gesture when appropriate, do not stand still and stiff the entire time-let your face show your enthusiasm for your demo, smile and make eye contact with audience members-dress nicely and have your hair combed – you want to look professional |  |
| **Body of Talk** *(remember talk is to be about 5 minutes long)*-Be sure the Project talk is organized well so that your audience can understand the subject. -Have an outline of your talk written/typed up to use as a guide if needed. This should have your major points you want to make but not all your exact words. You should not be reading from a script  |  |
| **Props**-use props and visual aids when needed. Be sure they are clear and large enough to be easy to read/understand. Every Project talk should have at least one prop/visual aid. |  |
| **End of Talk**-have an ending to your Project talk, clearly let audience know you are done. For example; “And that is how you create a twig wreath.” -thank the audience and ask for questions like: “thank you for your time, are there any questions?” |  |

**HINTS:**

* Create an outline of your demo that includes all your major points in the order you want to present them.
* Then practice the demo to your parents, siblings, friends or relatives.
* You can also practice in front of a mirror, but always do at least one or two practice runs in front of another person. This way you will be able to tell if some part of your demo is confusing. Remember, you know your subject much better than the audience so you have to be careful to make sure you demonstration is clear to someone who knows very little about your subject.
* Ask your practice audience member to use this checklist while you are talking and fill it out for you. Then you can learn from this checklist.
* Ensure your demo fits the time period of 5 to 10 min long.

Here are some websites that give good 4 H demonstration skills:

<http://nj4h.rutgers.edu/pdfs/4H-public-presentations.pdf>

<http://www.unce.unr.edu/4H/counties/eureka/files/pdf/EurekaGuide4HDemonstrations.pdf>

<http://www1.extension.umn.edu/youth/mn4-H/leading-a-club/docs/club-management-toolkit/Toolkit28Demonstrations.pdf>