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:

- 4HI105, Kansas 4-H Project Talk Scoresheet
- 4HI104, Kansas 4-H Demonstration and Illustrated Talk Scoresheet
- 4HI103, 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

Use of copyrighted and trademarked materials in 4-H presentations and posters:

A copyright and/or a trademark are legal methods used by artists, photographers and writers to protect original creative works such as photographs, books, music, recipes, sports logo insignias, brand names and art work. The copyright symbol does need to appear on a work for it to be protected by copyright. Copyrighted materials cannot be reproduced without permission and proper crediting of the source. 4-H members need to be aware of copyright restrictions and take steps to obtain permission to use copyrighted materials and trademarks. Full details cannot be covered in a short paragraph, but additional helpful information can be found on K-State’s Copyright site: https://www.k-state.edu/copyright/.

Reviewed by

Deryl E. Waldren, 4-H Youth Development Specialist, Emeritus; Amy Sollock, 4-H Youth Development Specialist

Date shown is that of publication or last revision.

Publications from Kansas State University are available at: www.bookstore.ksre.ksu.edu

Contents of this publication may be freely reproduced for educational purposes. All other rights reserved. In each case, credit Deryl E. Waldren and Amy Sollock, Kansas 4-H Demonstration or Illustrated Talk Outline Planning Form, Kansas State University, July 2019.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service