



4-H Communication Fact Sheet 3.1

# 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:	4H980 <i>4-H Demonstrations</i>
4H975 <i>Kansas 4-H Project Talk Scoresheet</i>	4H982 <i>4-H Illustrated Talks</i>
4H976 <i>Kansas 4-H Demonstration and Illustrated Talk Scoresheet</i>	4H983 <i>4-H Public Speaking</i>
4H977 <i>Kansas 4-H Public Speaking Scoresheet</i>	4H984 <i>Effective Presentation Tips</i>
4H978 <i>Kansas 4-H Presentation Overview</i>	4H985 <i>Preparing and Using Visual Aids</i>
4H979 <i>4-H Project Talks</i>	4H986 <i>Presentation Brainstorming Activity</i>

### Written and revised by

Deryl E. Waldren, 4-H Youth Development Specialist; James P. Adams, 4-H Youth Development Specialist

#### 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 Intellectual Property site: [www.k-state.edu/academicpersonnel/intprop/](http://www.k-state.edu/academicpersonnel/intprop/). Look for the upcoming Communication Fact Sheet, *Use of Copyrighted and Trademarked Materials in 4-H Presentations and Posters*.

Publications are reviewed or revised annually by appropriate faculty to reflect current research and practice. Date shown is that of publication or last revision.

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

4H981

October 2009

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, Fred A. Cholick, Director.