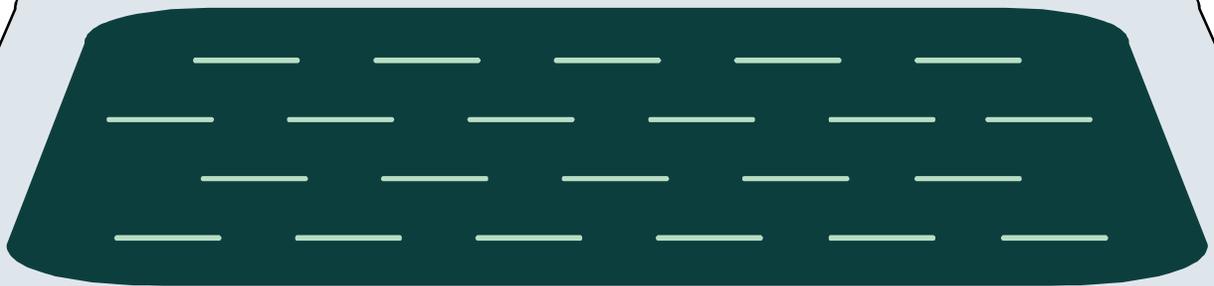




How to Present a 4-H Computer- Assisted Demonstration

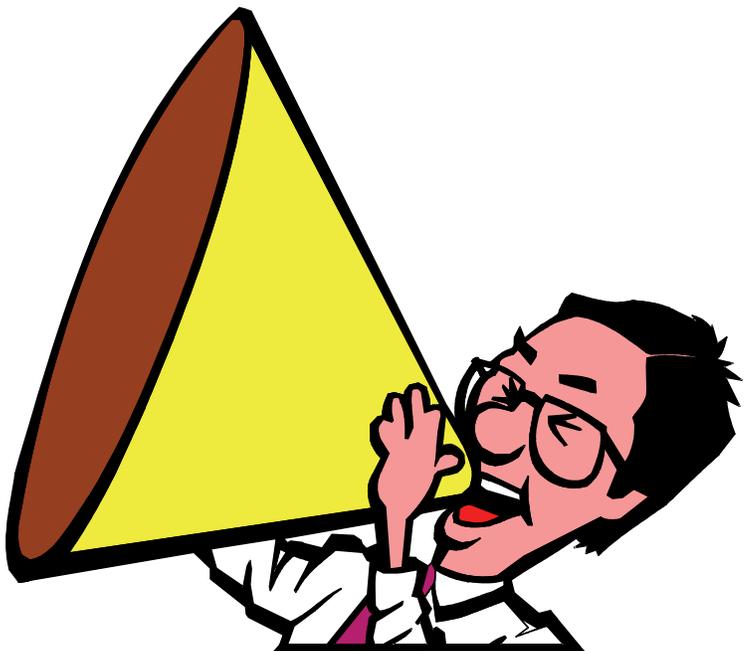


Copyright Rules

If you look under the insert menu of many applications, you may find the option to insert pictures or clip art. If you are going to use your own pictures, you use the file browser window to go to where the file is stored. If you want to add clip art, you select from a file already stored on your computer or on a disc that contains a collection. You can purchase clip art collections or download them from the web. Most clip art is considered free of copyright. That means you are free to use it once it is yours.

All text and images on private or commercial websites, however, are probably under copyright. That means that the images were created for a specific purpose and someone owns them. You can copy and paste images and text for your personal use, but not for public use. If you find a picture you want to copy off someone's website and you are planning on using it for a public presentation, you should contact the owner of the website and ask permission. If you want to use someone else's words, you need to give them credit. (Add their name under their quote.)

If you borrow a lot of material for your presentation, you might consider having a credit slide at the end, where all your sources of information are listed.





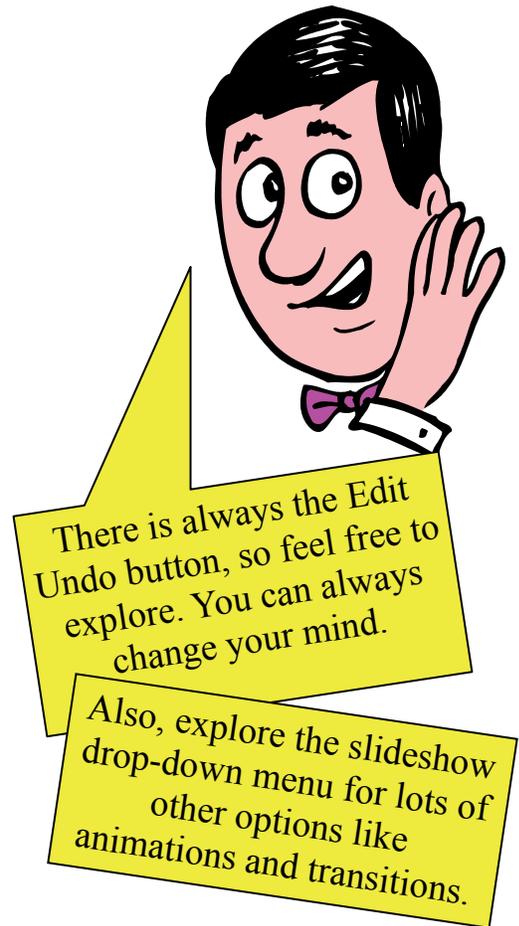
Now it's time to put all of your resources together to create a great presentation to give to your club or at the county-wide Pre-Fair Events. Slideshow, or presentation software, is often used for public talks. If you can get a computer projector, then you can project your slideshow on a screen or wall large enough for everyone to see!

Open a presentation application like Microsoft PowerPoint or OpenOffice Impress. Sometimes these programs open with a wizard. You can answer questions and it will try to create what you need, or you can start with a blank presentation.

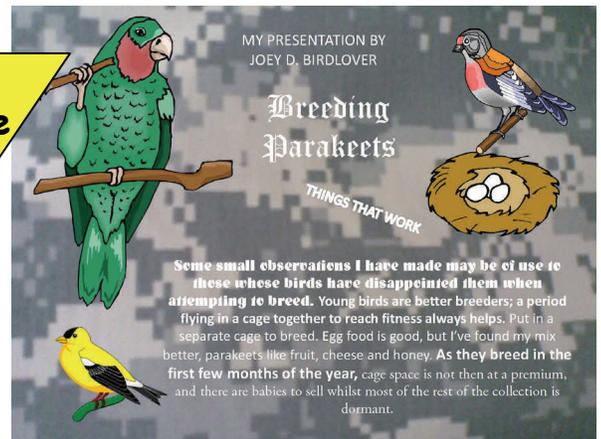
A presentation is made up of slides that follow one another in the order you set up. Most of the time, a presentation will move from slide to slide when you click the mouse. As you build your presentation, your slides will appear on the left side of the window in the order they will appear in the presentation. You can switch from slide to slide by clicking on it, or drag and drop slides to change your order. A basic presentation is easy to create. The fun comes from learning about all the extra material you can add.

Hints for Good Slides

- ◆ Do not put too much information on a single slide. Be especially sparing with sentences; avoid paragraphs.
- ◆ Let your slides be focus on the most important information.
- ◆ Use a large enough font size so that your information can be seen clearly from the back of the room.
- ◆ The bells and whistles are fun to play with, but don't overuse them in a presentation. Choose one slide transition you will repeat during the presentation, and use animations sparingly.
- ◆ Design templates are consistent, but make sure they match your topic.
- ◆ Images have impact. Make sure your images reinforce what you are saying and don't detract from your words.
- ◆ Don't let the technology take over what you are trying to say. It should enhance the information, not overwhelm it.



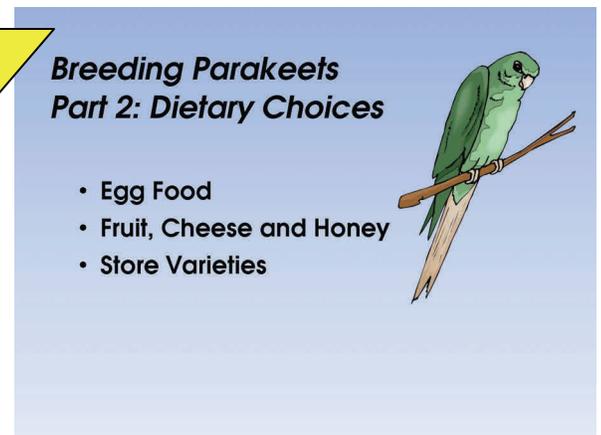
Bad Slide



List three reasons why this is a bad slide.

1. _____
2. _____
3. _____

Good Slide



List three reasons why this is a good slide.

1. _____
2. _____
3. _____

It's Showtime!



You've done a lot to prepare your slideshow up to this point, and you may have even learned a few new things about your topic. Are you ready to stand in front of a group of people and speak?

Practice makes perfect. You should rehearse your presentation and speech several times before you give it for a real audience. Try each of the three methods below to prepare and note your observations after each.

Stage 1

Deliver your presentation in front of a mirror. (If possible, have your presentation set up behind you so you can see it in the mirror as well.)

- How often do you make eye contact with yourself?
- Where do you spend most of your time looking?
- How often are you just repeating what's on the slide?

Stage 2

Videotape or webcam-record yourself giving the presentation.

- What makes you uncomfortable when you watch yourself presenting this way?
- List your strengths.
- What is the number one thing you would like to improve after watching the playback?

Stage 3

Present to a small group of friends, family, or your 4-H Club.

- How do you react when people are watching?
- Be happy if they ask you questions after your presentation. It means you got their interest.
- Ask your audience members what they do to relax when they speak in public.

Use these checklists to make sure you have prepared yourself.

Presentation Pointers

Now that you have created your presentation, what do you need to do to get ready for your audience? If you are participating in a county activity day and competing for ribbons and medals, you should know what the judges expect are likely to judge your presentation on. If this is a presentation for school or work, many of the same expectations apply.

Use this checklist to review and prepare your presentation:

- Double check your facts. Accuracy is important.
- Does your presentation have a clear central point? Is it logical and orderly? Is your presentation simple and uncluttered? Too much information can be as bad as too little.
- Are your slides clear? Are all the words spelled correctly? Is your grammar correct?
- Can you name your references? Did you site your sources?
- Have you tested the equipment you will be using for the presentation ahead of time? If you bringing your presentation on a disk, make sure to have tried it on a second computer beforehand. Some effects and images will not be the same between different versions of the same software.



Public Speaking Pointers

Just as you need to make sure your presentation is ready for the public, you want to make sure you are ready, too! Few people actually say they like public speaking, and those who do will tell you that a big part of being prepared is having practiced. Use the checklist below to prepare yourself for a presentation.

- Get feedback and act on suggestions that you think will make your presentation stronger.
- Think of questions that your audience might ask you. Prepare answers for these.
- Practice! Use the equipment that you will use when you give your presentation. Make sure you know how all the parts work and what to do if something goes wrong.
- Can you deliver your presentation without reading the slides? Let your slides be highlights of key points, not the only thing you have to say.
- Are you comfortable with the material in your presentation? Can you run through it without stopping? Practice in front of a live audience (brothers and sisters, friends from school or work, etc.) until you get it right.

The day of your presentation:

- Be rested.
- Dress neatly and appropriately for your audience. If everyone in the audience is wearing a tie or has on a nice dress, maybe you should too.
- Project a confident and enthusiastic manner. Relax.
- Make sure your use good grammar, and choose your words carefully.
- Speak clearly and distinctly. Don't mumble. Make sure the person sitting in the back of the room can hear you just as well as the person in the front.
- When answering questions, repeat the question that you were asked.
- Look at your audience. Make eye contact.
- Smile!