

## 4-H Public Presentation Judging Guidelines

The 4-H presentation contest is a great opportunity for our 4-H youth to present topic of interest to a panel of judges. As a judge it is your responsibility to encourage 4-H youth in public presentations while providing constructive criticisms to their presentation. Here are some tips to assist you in evaluating each presentation.

### Comment Sandwich Approach to Judging

1. Give praise/positive comment (blue, red and white ribbon winners need to hear what you liked. This lets them know they are something right and to continue that action)
2. Give suggestion(s) for improvement.
3. Always end with a positive comment.
  - a. **Example:** “I really liked your introduction and your enthusiasm for your project. I would have liked for you to give a brief summary of your key points at the end, but you have a great presentation voice.”
4. Don't be afraid to give a red or white ribbon... this is part of the process
  - **Blue:** most nearly meet the established standards
  - **Red:** good in relation to the established standards
  - **White:** lacking and rate only average, acceptable, or satisfactory against the established standards.

### Types of Public Presentations:

- **Demonstration** –teach others how to do something **by showing** while telling. At the end of the demonstration, there may be a finished product to show the audience. Ingredients can be pre-measured ahead of time and projects may be shown in various stages of completion including a completed product.
- **Illustrated Talk** – **tells how** a process is completed by using illustrations and/or actual products. Although the presenter does not actually show how something is done, visuals such as posters **must** be used in an illustrated talk. This can include Power Point. (i.e. shearing a lamb or decorating a cake)
- **Persuasive Speech**- is where the speaker takes a point of view on a topic and attempt to convince others to share that same point of view. **No visuals of any sort may be used.** The speaker must rely on the power of their voice and physical presence.
- **Public Speaking** –is an informative talk that communicates an idea, message, or point of view **without the use of visual aids.** A separate score sheet is used for public & persuasive speeches.

### Components of a Public Presentation:

- **Time:** Not overly emphasized at the local level. However, the time should fit the topic and be appropriate for the age. Set up and take down time is included.
  - Juniors, 3-8 minutes
  - Intermediates, 5-15 minutes
  - Seniors, 8-20 minutes
- **Note Cards:** Notes or note cards may be used
  - Notes may be referred to but not read. Presenters should know their material and only use cards to remain organized.

- **Introduction:** Gets the audience's attention
  - Ask a question, state statistics, show a completed product, state a problem, or involve the audience
  - Introduce self, give name, age, club, years in 4-H, and years giving demonstrations
- **Subject:** Should be suitable for member's experience and adequately presented
  - Is it useful and interesting, is it up-to-date, and is it accurate?
- **Organization:** Should be well planned
  - Follows logical order - easy to follow procedures
  - Purpose carried out
  - Organized work area
- **Skill:** The presentation shows practice, knowledge, and experience with subject, equipment and material
  - 4-H member works smoothly and easily
  - Is familiar with equipment
  - Handles visuals easily and works them into presentation
  - Is calm when emergencies arise
- **Visuals:** Are visuals appropriate, neat and effective? Do visuals enhance the presentation?
  - Simple in design
  - Large enough
  - Related to subject
  - Appropriate for audience view
  - Easy to follow
  - **Power Point** is a presentation tool no different from a poster or microwave. The use of power point slides should be judged the same as a poster or other visual aid following the standard for visuals that is listed above. "Clear, effective AV aids" is one line on the score card. If equipment fails, presenter should have copies of power point to continue with presentation
- **Manner, Voice, Appearance:** Friendly and businesslike manner
  - Sets up and checks own equipment (younger youth may require assistance)
  - Is direct and poised, good posture
  - Makes good audience contact, looks directly at people
  - Is convincing and seems interested in what they are doing
  - Neat, clean and appropriately dressed for project
  - Voice – speaks slowly and clearly, good voice projection
- **Closing:** Good conclusion with main points re-emphasized
  - Why the subject is important
  - If appropriate, a high quality product or completed process shown
  - Questions are repeated for clarification and to ensure audience hears the question, are answered adequately, or offered to secure information, or refers questions to a resource
- **Overall:** What was the end result?
  - Did the audience benefit from knowledge or want to try what is was presented?
  - Did the presentation maintain the audience's interest?
  - How well did the 4-H member do what he/she started out to do?