



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:

- 4H1105, Kansas 4-H Project Talk Scoresheet
- 4H1104, Kansas 4-H Demonstration and Illustrated Talk Scoresheet
- 4H1103, 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

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Revised by

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