



Communications: The Basics



The goal in any public speaking experience is for members to complete the presentation with a good feeling about themselves, what they have done, and learned.

Using good resources and organizing your thoughts into an effective and impactful presentation is a useful life skill for successful educational and vocational paths. You will use effective communication skills every day with family, friends, employers, and co-workers.

No matter who you are or where you come from, communication takes practice!

Inspire Kids to Do

Skill Building

- Learn to develop presentation skills and understand the most effective type for your information.
- Practice to improve communication skills.

Goals

- Understand different types of presentations.
- Understand how to find information.
- Understand how to organize ideas for a presentation.
- Learn how to prepare visuals to support a presentation.

Project Ideas

- Share your presentation with a school class.
- Have your club work on presentation boards at your club meeting.
- Attend a presentation at 4-H Club Days or the Kansas State Fair 4-H Public Presentations to see how others present.

Self-Evaluation Before

Using the rating scale below, answer the following:

- 1 = not at all
- 2 = a little
- 3 = a lot

I know how to...

Tell the difference between kinds of talks. 1 - 2 - 3

Brainstorm to identify a presentation topic. 1 - 2 - 3

Prepare and give a presentation. 1 - 2 - 3

Starting Out

Learn about different types of 4-H Presentations:

- Project Talk
- Demonstration
- Illustrated Talk
- Extemporaneous Speaking
- Public Speaking

Learning More

- Use the Presentation Brainstorming Activity to identify and develop a presentation topic.

Expanding Horizons

- Prepare and give a presentation.
- Record yourself and review to evaluate.

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Challenge Instructions	Helpful Tips	Leadership	Curriculum and Resources
<ul style="list-style-type: none"> • Read and review the Kansas 4-H Presentation Overview, then look up two additional resources. • Use the Presentation Brainstorming Activity to develop an idea for a presentation. • Use the Kansas 4-H Demonstration or Illustrated Talk Outline Planning Form to organize your presentation. Design a poster or board for your presentation. 	<ul style="list-style-type: none"> • Think about your audience. What do you really want them to know when you are finished? • If your topic is too broad it will be hard to have a focus; if it is too narrow, you may not find enough information for your presentation. • Be creative in making visual aids, but don't clutter the poster/display with too much information. You want it to grab the eye and add to your presentation but not be a distraction. 	<p><i>(Suggested for Intermediate and Advanced Levels.)</i></p> <ul style="list-style-type: none"> • Lead a communication game for recreation at a club meeting. • Help a fellow 4-H member prepare for their presentation. • Other _____ _____ _____ 	<p>National 4-H Curriculum – Communications Level 1</p> <p>Kansas 4-H Communications Project Page</p> <p>Kansas 4-H Presentation Overview, 4H978</p> <p>Kansas 4-H Presentation Brainstorm Activity, 4H986</p> <p>Kansas 4-H Demonstration or Illustrated Talk Outline Planning Form, 4H981</p>

Life Skills Learned (check all that apply)

- Positive Self-Concept
- Inquiring Mind
- Concern for Community
- Sound Decision-Making
- Healthy Interpersonal Relationships

Share

- Help another 4-H member by listening to them practice a presentation.
- Teach someone else about presentations.
- Show someone else how to make an effective poster/display.
- Other _____

Evaluate Your Experiences!

How does this exercise help you prepare for a presentation? _____

How does this exercise help your confidence in presenting? _____

What are two differences between demonstrations and illustrated talks? _____

What is a benefit of competition within Public Presentations? What is a negative? _____

To complete the Challenge, take a selfie while doing the activity. Upload the photo and take the survey about your Challenge experience.

www.tinyurl.com/KS4HChallenge

Local Contact Information

Self-Evaluation After

Using the rating scale below, answer the following:

- 1 = not at all
- 2 = a little
- 3 = a lot

I know how to...

Tell the difference between kinds of talks. 1 - 2 - 3

Brainstorm to identify a presentation topic. 1 - 2 - 3

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Kansas Clover Classroom

Adapted from NW 4-H Advisory Challenge created by Michelle Beran, 4-H Youth Development Agent, Cottonwood Extension District

