**How to do My 4-H Presentation**

**SPEECH**

How long should my speech be? ***5 minutes***

I can speak about any topic in the Project Achievement Friends Book except ***NO******Food and NO******Celebrities***

How do I pick a topic? ***Current Interest or School Project***

The ***3*** parts of a speech are ***Introduction, Body, Conclusion***

The Introduction (the first part of the speech) should be about ***30*** seconds long.

My Introduction needs to include ***an interesting fact, my first & last name and the name of my topic***

The body (the second part of the speech) should be about ***4*** minutes long.

The body of my speech needs to contain **3 to 5** parts. The parts are subtopics of my broad topic.

The conclusion (the third part of the speech) should be about ***30 seconds*** long.

In the conclusion of the speech I need to ***restate the parts of my speech*** ***& say my closing statement***

I WILL NOT end my speech with ***that’s it/all, I’m done, Ok, the end, thank you, asking for any questions, or by just walking away.***

**POSTERS**

For the 4-H demonstration I have to use posters only, ***No tri boards***

All of my posters have to be full size and they should all ***stand in the same direction (all horizontal or all vertical)***

I have to have a ***title poster*** (like the cover of a book) and ***all words (72pt font or 2inches is a good size)& pictures*** must be large enough to be seen from the ***back*** of the room.

I should transport my posters in a ***trash bag*** & I should ***not roll them.***

**TIPS FOR SUCCESS**

I should ***practice*** my speech ***out loud*** as much as possible. I will not forget my speech on the day I am giving it

because I will write it on ***note cards*** to help me remember it, ***NOT notebook paper***. I will ***face the audience,*** ***be pleasant*** & ***speak up***

***I will number my notecards to make it easier to use them in case I need a hint during my speech***

While giving my speech I will look at my audience because I will ***practice*** enough to feel comfortable with saying it and **not reading** it to my audience.