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Plymouth County/Massachusetts 4-H Program



4-H Member VP Manual

This user-friendly packet includes:

- ✓ introduction to the program
- ✓ creativity-boosting exercises
- ✓ helpful hints
- ✓ checklists
- ✓ step-by-step planner



CREATED BY A MEMBER, FOR MEMBERS

Allyson Manchester, Barnstable County
Muddy Paws 4-H Dog Club

VISUAL PRESENTATIONS

Visual Presentations (V.P.'s for short) consist of a three to ten minute talk (depending on your age), on a particular subject, while using posters and other visual aids. Although the long name makes the project sound gruesome and tedious, participating is actually a very fun and rewarding experience which will allow you to learn some valuable skills for school and beyond.



Visual presentations are performed in front of several judges, as well as an audience of parents and other 4-H members at the county level. Excelling at the county level may lead to placement at the State Visual Presentation program.

Step for Success #1: The Perfect Topic

The best part about doing a V.P. is the fact that you can choose any topic you like; be it how to make balloon animals, how to prepare homemade ice cream, or everything you ever wanted to know about George Washington. The possibilities are endless! Filling in the outline below should help you in brainstorming ideas for a presentation.

- I. Pinpoint Your Interests
 - A. Do you play any sports?
 1. _____
 2. _____
 3. _____
 - B. Are you involved with any after school clubs? (drama, debate, etc)?
 1. _____
 2. _____
 3. _____
 - C. Do you play a musical instrument?
 1. _____
 2. _____
 3. _____
 - D. Is there a cause that you feel passionately about (environmental pollution, teen alcoholism, etc)?
 1. _____
 2. _____
 3. _____
 - E. Are you interested in any famous people (sports players, movie stars, etc)?
 1. _____
 2. _____
 3. _____
 - F. Have you learned about anything particularly interesting at school?
 1. _____
 2. _____
 3. _____
 - G. Do you have any hobbies? (cooking, painting, etc)?
 1. _____
 2. _____
 3. _____

H. Do you love any particular kind of animal?

1. _____
2. _____
3. _____

Now it's time to narrow things down. Before you make a final decision, it is important to keep a few things in mind. Choosing an obscure topic, something very few people have heard of, is often very difficult because there won't be a lot of information available. Make sure you know there will be plenty of library books, online sources, and experts for your research. Also, keep in mind that you will need to be able to represent your topic with good demonstrations, models, poster pictures, or experiments.

Step for Success #2: A Great Title

Now that you are all ready with your topic, it's time to think of a really catchy title.



Grabbing the attention of your audience from the get-go is one of the most important aspects of your presentation. Complete the following outline to get those creative juices flowing!

II. You Name It

A. Is there any interesting jargon or common phrase associated with your topic? (for a fencing presentation: En Guard!, or for a baseball presentation: Play Ball!)

1. _____
2. _____

B. Try some literary devices -

alliteration [Pass the Pizza Please!]
onomatopoeia [The Buzz on Bees]
rhyming [Bears Have Ears]
similes [Swim Like a Fish]
or metaphors [All the World's a Stage.]

1. _____
2. _____

C. Can you think of any plays on words using:

homonyms (The Wail of Whales or Is Reading Aloud Allowed?)
or homophones (The Nose Knows)?

1. _____
2. _____

If you thought of more than one title that you like, ask your parents, siblings, or fellow 4-H'ers for their input.

Little did you know... you are now virtually finished with your title page! All that is left to do is draw a really neat illustration on the poster. Instead of many small pictures, ONE BIG PICTURE WORKS BEST. Don't be afraid to use pictures from magazines, computer clip art, or draw one yourself. Also, mounting with colored paper is an easy way to spice up the graphic.

Step for Success #3: An Organized Table of Contents

The purpose of a table of contents is to give your audience a basic overview of the subtopics that you will be covering throughout your presentation at the beginning. The poster will be used a second time at the very end to provide a brief summary. The structure of this poster is very simple: list your subtopics (with numbers or bullets). Usually, you will have three-four subtopics, depending on the complexity of your topic. For example, a dog presentation may consist of the subtopics breed history, breed standard, grooming, and training.

It is helpful to choose and organize different areas of information by getting ideas from books and web pages that are related to your topic. Keep your eyes peeled for subjects that the books have in common, and what they discuss first and last.

III. Table of Contents

- A. _____
- B. _____
- C. _____
- D. _____
- E. Summary (always list "summary" as your last subtopic)

Step for Success #4: A Spectacular Speech

With the title and table of contents posters completed, you are ready to create the first two parts of your informative (and eventually memorized) speech. When showing your title page, you are required to give a short personal introduction. In it, be sure to include your name, age, number of years in 4-H, number of years giving a V.P., your town, and current 4-H group. You also may opt to go the extra mile and grab your audience's attention by asking a question or stating an interesting fact about your topic.

The speech that is required to go along with your table of contents is SUPER easy. Why? Virtually, all you have to do is read your topics one by one off of your poster. Of course, a statement along the lines of "Today we will be discussing" at the beginning of your list and something like "Let's begin!" at the end will work well. Likewise, when you recall your Table of Contents poster for the Summary speech, simply read your subtopic list and say something interesting about each one as you go along.

When you are finished with your presentation, thank the audience for listening, and ask the audience if they have any questions.



Before answering a question, make sure that you repeat it back to the audience. Judges take careful notes on which participants remember to do this.

For the content posters, simply research the topics well, and choose to mention only the most important information. Keep all your research materials in a folder. Make sure that your speech is focused and sequential. Don't be afraid to follow a similar format to the paragraphs that you write in school: topic sentence, body, concluding sentence.

Step for Success #5: Creating the Content Posters

Each poster should have a title that corresponds with those on your table of contents. The point isn't to write your whole speech, word for word, on your posters. It isn't very exciting for audience members to stare at posters covered with small lettering for seven minutes. Just make sure that you put on some key words that will prompt your memory of the whole speech... when you are without your index cards. For illustrations -- charts, timelines, and pictures with captions work well.

Step for Success #6: Practice Makes Perfect

After you put the finishing touches on all of your posters, it's time to move into the rehearsal stage. Pick a few times every day to practice with JUST your index cards (no posters) in front of your mirror. This will give you an opportunity to work on:

eye contact,



voice projection, and tone variations



in an environment that is private and comfortable for you. After you feel ready, put on a few dress rehearsals for your parents, siblings, and neighbors. You may even want to organize a practice night at your 4-H club. Be sure that, during these rehearsals, you do EVERYTHING the way you plan on doing them at the actual presentation. You don't want to be doing a science experiment for the first time on V.P. night. Planning ahead will allow you to know that every possible kink has been worked out. This will make you less nervous on the big night. Also, you may want to ask your parents to time you with a stop watch while you are rehearsing. This way, you can either add more information to make it longer, or take away some unnecessary stuff that is putting you over the time limit. Remember -- any visual presentation that is too short or too long will be penalized one ribbon placing.

There's no getting around it; Visual Presentations require a lot of hard work. However, the work you put in will pay off in the personal satisfaction that comes as a result of the final product. You will feel very accomplished when you hear the applause of the audience as you say your final sentence, or when you hear the announcement of your name at the ribbon ceremony. Everyone will appreciate how much effort you put into your V.P., and you will be highly praised for it.

Well, now that you all are V.P. experts, get to work! Go home and cut, glue, stencil, color, and build models. Don't forget to have a parent or leader fill out your registration form and send it in to your 4-H leader or 4-H office.



GOOD LUCK!

Speaking Suggestions



- Draw little symbols on your speech, at random points on the index cards. Draw eyes to make you remember to use good eye contact, or draw a big ! in a circle to remind you to use a strong voice.
- When making eye contact, don't just look at the judges... include the whole audience! If you get nervous looking directly into people's eyes, try skimming the top of their heads.
- Tell your parents that pictures should not be taken during your presentation. Flash photography may surprise you, and cause you to lose your train of thought.
- Do you fiddle with your jewelry? As beautiful as it is, take it off!



Your physical mannerisms are very important to the presentation score.

- Even though the judges may be sitting right up front, you need to speak **LOUD** enough so that the people in the back can hear you too. Have a parent sit in the back of the room to make a gesture if your voice is dying out.
- E-N-U-N-C-I-A-T-E! Also, make sure to vary the tone of your voice to keep people interested.
- Be sure to be **expressive!** Make it look like you are really excited about your topic, and smile often. 😊 The judges love a confident participant.
- Don't bring friends to watch unless you are sure that they won't make you giggle.
- Relax! Before you begin, try taking a deep breath and calming every muscle in your body. This will help you to get focused.

Materials List



- Poster board... preferably "foam core," because it is durable and easy to move around during your presentation.
- An adhesive... preferably "rubber cement," because it prevents edges from sticking up, and the paper from wrinkling.
- A manilla folder for your research materials.
- Lettering for your posters... you can do this on a word processor (Microsoft Word). To make your lettering big enough to read, under "format," click font. In the font box, type any size of lettering that you want. Usually, size 275 works well, but you may want to vary. It is good to pick one or two fonts (Tahoma, Comic Sans MS, Arial, Times New Roman, or another non-script font) and a maximum of four colors (red, black, green, blue, and other dark colors) to use for the print of the whole VP. Usually, the individual posters should only have 1 or 2 different text colors on them. Individual words should always be 1 color only.
- Markers... preferably permanent Sharpies in different colors to make bullets, write captions, or color in illustrations.
- Construction paper... to mount illustrations or groups of words on your poster. This is a great technique to make text come alive. Craft stores sell great products such as "Mat Stacks" and "Sizzix" that serve the same purpose.
- Index cards... to write your speech on. If you can find some that are attached to a spiral or a ring, it will prevent the cards from getting out of order. If you have loose cards, always number them, keep them in a Ziploc baggie, and check their order carefully before the presentation begins.
- Clear Gladware or Tupperware containers... these can be used to hold different items that you will need for a demonstration.
- Rubbermaid tubs or a sturdy canvas bag... use one of these to carry all of your miscellaneous V.P. necessities. Your posters can be transported in a garbage bag or artist's portfolio.
- Table cloth... every presenter is provided with a table next to the poster easel for demonstrations or props. A table cloth gives your presentation a professional touch.

A Blue Ribbon Presentation

The material on this sheet has been taken from a supplement in an actual V.P. judge's packet. Although some of the information may be a little repetitive, it is a good review, and also useful if your parents want to "grade" you during a rehearsal.

- Appearance

- ✓ School clothes, costumes that relate to the topic, are usually appropriate.



AVOID JEANS!

- ✓ Long hair should be tied back.

- Introduction

- ✓ Title of presentation should create *interest*.
- ✓ Participant may give personal information.
- ✓ The introduction should give the highlights of what you are going to be speaking about.

- Equipment

- ✓ Containers should be uniform wherever possible.
- ✓ Accidents do happen; always have surplus on hand.
- ✓ Brand names are okay as long as you aren't promoting a specific brand. For instance, how can you do a presentation on the history of Legos without saying or using Legos?

- Time

- ✓ An informal time signal will be given at 9 minutes and 30 seconds. A signal will be given at 10 minutes at which point a judging time penalty will be given. At 10 minutes and 30 seconds, the presentation will be penalized one ribbon placing.



Under time presentations will be scored under "time" on the evaluation sheet with appropriate comments. Danish placing should not be dropped if the subject was adequately covered and was appropriate for the age and experience of the presenter.

- Content
 - ✓ Major points = clearly planned, logical order, easy for audience to follow.
 - ✓ Junior presentations should be at least 3 minutes and senior presentations should be at least 7 minutes, but both are to be no longer than 10 minutes in length.

- Workmanship

- ✓ Presenter should handle subject well, and cope with the



Unexpected.

- Visibility

- ✓ Steps are easily seen by the audience in all parts of the room.



- Illustrative Materials



- ✓ Pointers are used more effectively than fingers.
- ✓ Printing should be clear; too many colors are confusing.
- ✓ *Work should be done by the presenter.*

- Sources

- ✓ If posters, handouts, or illustrations are not original, credit should be given to the source.

- Summary

- ✓ Complete but short.
- ✓ No new material may be presented.

- Questions

- ✓ All participants must ask for and restate the content of the question.
- ✓ If the participant cannot answer, he or she must admit lack of knowledge.

THE PLAN

Sticking to this schedule will keep you confident and relaxed... in addition to making the V.P. experience enjoyable.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Brainstorm a list of possible topics	Narrow down your topic list	Decide on a definite topic	Surf the Web. Start your research on the computer; keep everything in your manila folder	Take a trip to the library for books on your topic	Continue to take notes on your topic	Continue to take notes on your topic
Write out your table of contents	Think of a model or demonstration	Buy all of the materials that you will need	Make rough drafts on computer paper of your posters	Finish your rough drafts	Write your introduction	Create your title poster
Create your table of contents poster	Write the speech for your first content poster	Put together your first content poster	Write the speech for your second content poster	Put together your second content poster	Write the speech for your third content poster	Put together your third content poster
CATCH UP DAY	CATCH UP DAY	CATCH UP DAY	CATCH UP DAY	Begin to work on your models and demonstrations	Finish up your models and demonstrations	Practice with your index cards
Practice with your index cards	Practice with your index cards	Practice with your index cards... with attention to voice	Practice with your index cards... with attention to time	Practice with your index cards... with attention to the demonstration	Practice with your index cards	Full Dress Rehearsal!



EXPLANATION OF TERMS USED IN JUDGING

1. PARTICIPANTS:

- *Appearance - Neat, well groomed and appropriately dressed (current fashion acceptable.)
- *Voice - Clear, natural and strong enough to be heard in all parts of the room.
- *Manner - Calm, cheerful, confident and enthusiastic.

2. PRESENTATION:

*Introduction of Topic - Creates interest in topic, short, complete; attempts to sell an idea; participant may or may not give a self-introduction.

*Equipment: - Well selected and arranged for efficient use

*Grammar and Vocabulary - Words well chosen; clear meanings; correct grammar

*Content and Organization - Major points clearly planned and in logical order. Easy for the audience to follow. Each point supported with information. Basic information limited to subject. Sentences short and easy to understand.

*Time - Junior presentation should be at least 3 minutes and senior presentation at least 7 minutes, but both are to be no longer than 10 minutes in length. At 10 minutes, 30 seconds and beyond the presentation must be penalized one ribbon placing. Under time presentations will be scored under "time" on the evaluation sheet with appropriate comments. Danish Placing should not be dropped if subject was adequately covered and was appropriate for the age and experience of the presenter.

*Workmanship - Skillful and neat. Able to cope with the unexpected.

*Visibility - Steps are easily seen by audience in all parts of the room.

*Illustrative Material - Posters, charts, etc., effectively used and neatly prepared; legible in all parts of the room.

*Summary - A summary of some type is essential and required. It should be complete but short. A concise review of major points covered. A summary poster may or may not be used. No new material may be presented in the summary.

* Result - If products are featured, quality of completed article may be considered.

3. SUBJECT MATTER:

*Selection - Subject is well suited to visual presentation and the participant's ability.

*Information - Accurate up-to-date and complete.

*Questions - Only judges will be allowed to ask questions. Questions should be repeated or re-phrased before answering. Replies should be accurate and complete or admit lack of knowledge and refer to resources.

4. RATING

*Excellent means very well done

*Very good means some small improvement is needed or could be made

*Good means that more improvement is needed

***IMPORTANT: Make sure those columns checked match the overall rating given (i.e. if all

checks

are made in the excellent column then an excellent overall rating must be given)



4-H VISUAL PRESENTATIONS



Name: XXXXXXXXXX		Jr.	Sr. X	Class No. VP 49
Mailing Address/Street: 81 TILDEN ROAD		Town: SCITUATE		Zip: 02066
County: PLYMOUTH		Telephone: 781-545-5390		Age Jan. 1: 14
School/Club: CAVE CANEM				Years in 4H: 9
Years Giving Visual Presentation: 9	Title: FETCH! RETREIVING RELIABLE INTERNET SOURCES			
Time: 6:11	Leader's Name: RITA LAPOINTE			

	Excel- lent	Very Good	Good	Comments
PARTICIPANT: (Approximately 1/4 rating) General appearance, voice, posture, manner	✓			Beautiful outfit Very good voice
PRESENTATION: (Approximately 1/2 rating) Introduction to topic Necessary equipment Grammar and vocabulary Content and organization <u>Time</u> Workmanship (including visibility) Illustrative materials (charts, posters) Examples Summary and results	✓ ✓ ✓ ✓	✓		Excellent introduction, showing confidence Simplicity is a good thing, most slides are clear, easy to read and follow. You interfaced well with the slides A bit under time
SUBJECT MATTER: (Approximately 1/4 rating) Selection Information <u>Question</u>	✓ ✓	✓		Didn't repeat the question - OK on second question

Final Rating: Excellent _____ Very Good _____ Good _____

(See reverse side for explanation of terms)

Judge's Signature _____