

# Tips for Giving a Talk or Demonstration

## Introduction:

A good introduction should be original and brief. You can get the attention of your audience by starting with a question, a riddle, or an unusual or little-known fact.

- Greet your audience.
- Introduce yourself, give your age and number of years in 4-H.
- Say what your topic is and what you wish to share with your audience

## Procedure:

The procedure is the "show and tell" part of the demonstration. You'll have to decide what you'll say and what you'll do while using your visual aids and materials. You have 2-5 minutes, so pace yourself and make them count!

- Explain your main points/purpose
- Show any visual aids that will help your audience gain understanding, such as posters, handouts, photos, actual tools or materials you would use
- Keep your visual aids neat and simple; assemble them on your work surface in the order you will use them
- Explain each step, briefly and concisely, while doing it (i.e. measuring cooking ingredients or brushing an animal)
- Keep talking=keep your audience!
- Use precise words-not "things" or "stuff" to help your audience visualize and learn more about your topic
- Make eye contact with your audience
- Speak loudly and clearly, but not too fast

## Summary:

Briefly restate your main points, so that the audience will remember what you shared with them. Now is the time for questions from the audience. If you don't know the answer, admit it-you can always find out and report back later.

- Show the finished product, if there is one.
- Highlight the main points.
- Ask for questions

**Have fun and enjoy sharing your knowledge!**

