

PUBLIC SPEAKING GUIDELINES

You may present an individual speech or demonstration or a group speech or demonstration.

Age Divisions:	Juniors	8-10 years old
	Intermediate	11-13 years old
	Seniors	14-18 years old

- Only one entry per class
- Props
Props may be used if they do not detract from the presentation and set up time is kept to a minimum.
- Sign up for a time to present your speech as soon as you arrive.
- Public Speaking Exhibitors are judged on:
 - Appearance
Should be neat
 - Preparedness
Was sufficient practice done
 - Poise
Look at your audience
Speak clearly
Stand Erect
Smile!
 - Presentation
Talk directly to your audience
Make frequent eye contact
Avoid stumbling over words
Act and look like you are enjoying yourself
Know your subject – Convince your audience that you are an expert in your topic being covered
Keep notes available if this will help with the flow of your talk
Goofs do happen - go right on with the demonstration - in some instances the audience never knows that there was an error. If necessary, explain what happened.
 - Content
Your speech should consist of an introduction, body, and summary.
Research your subject well so that you have sound information
Personal experiences relating to the subject encourage believability
Confine your speech to one main idea or theme.
Be concise with your information. ~~DO NOT~~ make your speech too lengthy or you will lose the audience's attention
 - Appropriateness of props

18 Ways to Get Ideas for Demonstrations

1. List ideas from project outlines.
2. List things you do at home and would like to show others.
3. List the things you learned on tour.
4. Think of a long demonstration, such as "How to Make a Lamp", or "How to Make a Dress." List the short demonstrations included in this long one.
5. List the important things going on in your community.
6. List the community projects you or your club have carried out.
7. List ideas as you read your project bulletin.
8. List the things you want to learn this year.
9. List the things that you feel you do very well and would like to teach others.
10. List the things that younger members should learn this year.
11. List the things research has found out about your project this year.
12. List the ways you help other members in your club learn.
13. List ideas you see on T.V.
14. Ask professional people such as the school nurse, fireman, conservation officer, for ideas.
15. List ideas from the daily newspaper.
16. Read a magazine related to your project; list ideas you gather.
17. As you listen to the radio farm and home report, list ideas that could be demonstrated.
18. Gather all possible information about your project. List ideas for demonstrations from this material.

WHAT MAKES A GOOD DEMONSTRATION?

I. INTRODUCTION

A friendly greeting

- Introduction that - - - catches attention
- - - arouses curiosity and interest
- - - is closely related to subject

II. KEY PROBLEMS AND THEIR HELPERS

- A. Plan steps carefully - - - with Key Point Outline
Key Problems are the "sore spots" a demonstrator will find troublesome or hard to do.
Key Helpers are "what you do" to make a method clear.
Find two or three for each Key Point Problem.
- B. Suprise your audience with something new (a fact, or method).
- C. Tell what you are going to do.
Show what you are going to do.
Do it! Make a summary statement after each Key point.

III. CONCLUSION

- Make it snappy and to-the-point!
Review and summarize.
Identify your sources of information.
Distribute any "handout materials"
Ask for questions from audience.
Thank audience.

GOOD DEMONSTRATION HABITS

I. PROPERTIES

- A. Prepare a complete list of everything you will need to give your demonstration.
Example: A food demonstration would include: trays for supplies and utensils, wax paper, apron, damp dish cloth, hand towel, etc.
- B. Have everything needed collected together and ready.

II. GETTING READY FOR YOUR DEMONSTRATION

- A. Arrange all properties in order of use!
- B. When needed - - - start "time consuming portions" of your demonstration ahead of time.
Example: Demonstrator making bread, will have one already baked loaf to show.

(over)

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