4-H Demonstration or Illustrated Talk Outline Planning Form

Subject Matter or Topic: ____________________________________________________________
________________________________________________________________________

Short Title: ________________________________________________________________

Introduction (10%) is an attention grabber. Ask a question, show a unique object or picture, tell a startling fact, make a challenging statement, tell a short story or show a finished product. ___________________________
__________________________________________________________________________
__________________________________________________________________________

Body (80%) includes the most important information. Follow the steps below:

A. Do:
List step or procedure #1. ________________________________________________
List step or procedure #2. ________________________________________________
List step or procedure #3. ________________________________________________
List step or procedure #4. ________________________________________________
List step or procedure #5. ________________________________________________

B. Say:
One, two or three sentences for step #1. ____________________________________
________________________________________________________________________
One, two or three sentences for step #2. ____________________________________
________________________________________________________________________
One, two or three sentences for step #3. ____________________________________
________________________________________________________________________
One, two or three sentences for step #4. ____________________________________
________________________________________________________________________
One, two or three sentences for step #5. ____________________________________
________________________________________________________________________

Kansas State University Agricultural Experiment Station and Cooperative Extension Service
C. Equipment and Visuals:

List equipment/visuals needed to do step #1. ________________________________
List equipment/visuals needed to do step #2. ________________________________
List equipment/visuals needed to do step #3. ________________________________
List equipment/visuals needed to do step #4. ________________________________
List equipment/visuals needed to do step #5. ________________________________

D. Why:

Tell why you did step 1 this way. ________________________________________
Tell why you did step 2 this way. ________________________________________
Tell why you did step 3 this way. ________________________________________
Tell why you did step 4 this way. ________________________________________
Tell why you did step 5 this way. ________________________________________

Follow this same procedure until you have completed the body of the demonstration or illustrated talk. The number of items listed depends on the type and length of presentation.

Summary/Conclusion (10%) quickly recaps the main points of the presentation.

Other resources to help you

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<th>4-H Communication Fact Sheets:</th>
<th>4H980 4-H Demonstrations</th>
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<td>4H975 Kansas 4-H Project Talk Scoresheet</td>
<td>4H982 4-H Illustrated Talks</td>
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<td>4H976 Kansas 4-H Demonstration and Illustrated Talk Scoresheet</td>
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<td>4H985 Preparing and Using Visual Aids</td>
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<td>4H979 4-H Project Talks</td>
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