



4-H Communication Fact Sheet 3.1

# 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. \_\_\_\_\_  
\_\_\_\_\_

### 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.

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### Other resources to help you

4-H Communication Fact Sheets:

4H980 *4-H Demonstrations*

4H975 *Kansas 4-H Project Talk Scoresheet*

4H982 *4-H Illustrated Talks*

4H976 *Kansas 4-H Demonstration and Illustrated Talk Scoresheet*

4H983 *4-H Public Speaking*

4H977 *Kansas 4-H Public Speaking Scoresheet*

4H984 *Effective Presentation Tips*

4H978 *Kansas 4-H Presentation Overview*

4H985 *Preparing and Using Visual Aids*

4H979 *4-H Project Talks*

4H986 *Presentation Brainstorming Activity*

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