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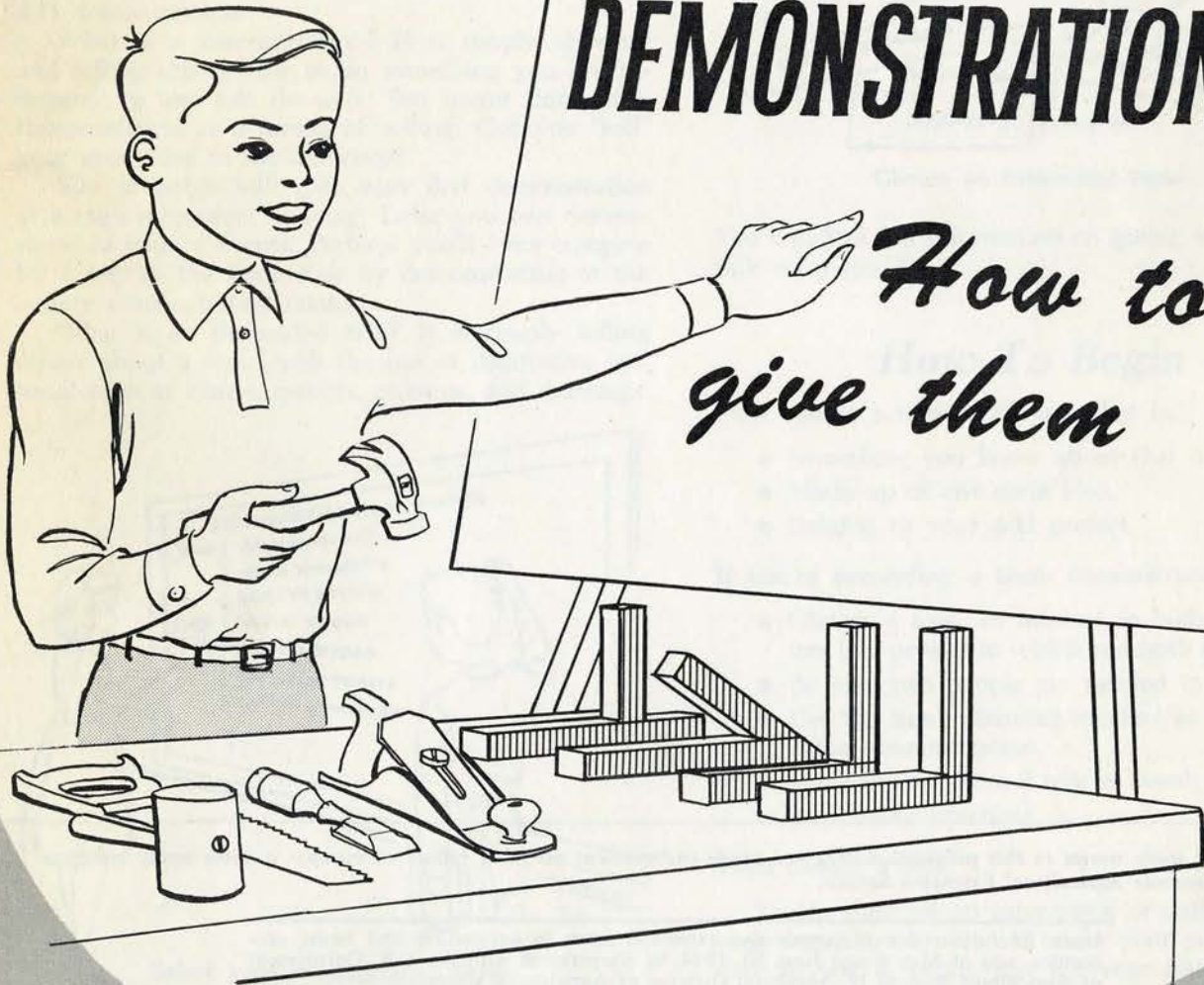
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# 4-H

## DEMONSTRATIONS

*How to  
give them*



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# 4-H DEMONSTRATIONS\*

EACH YEAR, THOUSANDS OF MINNESOTA 4-H'ers give demonstrations and illustrated talks at local club meetings, county and community events, achievement days, and fairs. There are many reasons for giving demonstrations.

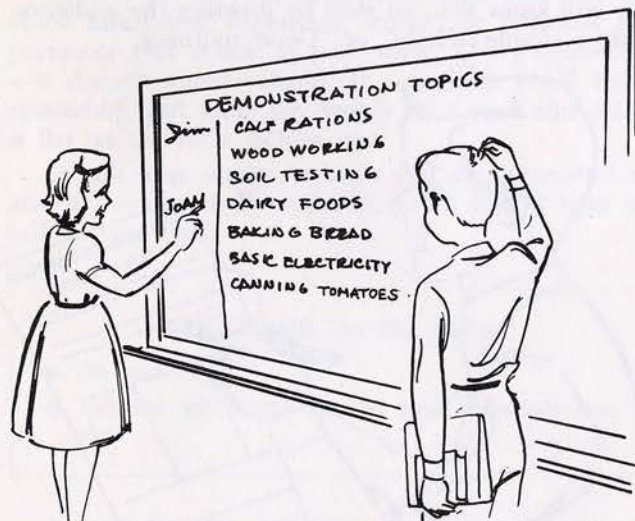
Demonstrating provides you with an excellent opportunity for self-development. At first, performing and talking before a group may seem like a fearsome task. But—as those who have demonstrated know—if you are prepared, the jitters won't last long. You soon will discover what an enjoyable and satisfying experience demonstrating can be.

You probably will be called upon to speak or perform before an audience throughout your lifetime. Your ease and confidence will increase as you face each new situation. Take advantage of this chance to grow personally and socially—begin by giving a 4-H demonstration.

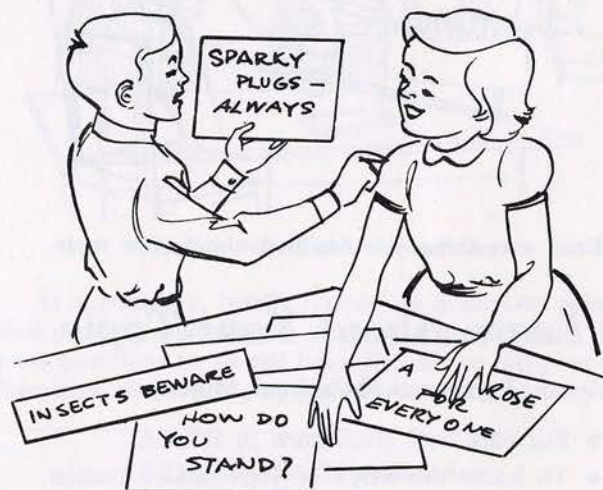
What is a demonstration? It is simply showing and telling others how to do something you are interested in and can do well. You might think of a demonstration as a means of selling. Can you "sell" your good idea to the audience?

You probably will give your first demonstration at a club or project meeting. Later you can demonstrate at county events. Perhaps you'll even compete for a trip to the State Fair by demonstrating at the county demonstration contest.

What is an illustrated talk? It is simply telling others about a topic with the use of illustrative material such as charts, models, pictures, and drawings.



Select your demonstration topic.



Choose an interesting topic.

You will find full information on giving an illustrated talk on pages 6-7.

## How To Begin

First choose a topic. Pick one that is:

- Something you know about that interests you.
- Made up of one main idea.
- Related to your 4-H project.

If you're presenting a team demonstration:

- Choose a topic of interest to both demonstrators in a project in which you both are enrolled.
- Be sure two people are needed to do the job.
- Use the same planning method as for an individual demonstration.
- Share the action and talk as evenly as possible.
- Plan many practices.

Then choose a title.

Try to think of an interesting or catchy title for your demonstration. It will make your audience anxious for you to begin. Just use your imagination.

\* Revised from material originally prepared by Delphia Dirks, former assistant state 4-H Club leader. Contributors were: Stanley Meinen, assistant state 4-H Club leader; Arleen Barkeim, district supervisor, extension home economics; and Gerald McKay, extension specialist, visual education.



Read everything you can find about your topic.

## Learn About Your Topic

Find out all you can about your topic:

- For ease and confidence in talking.
- To know the why's of your demonstration.
- To answer questions.

Some good information sources to use are: county extension agents, 4-H and other bulletins, books and magazines, libraries, and local authorities.

### DEMONSTRATION OUTLINE FORM

Name \_\_\_\_\_

Demonstration Title \_\_\_\_\_

#### Introduction:

Attention getter  
Topic of demonstration

#### Body (outline)

Do	Say	Need
----	-----	------

#### Conclusion

Summary—  
Emphasize important points

Closing—  
Ask for questions  
Give closing statement

## Plan Ahead

Planning is important. It helps you to organize your ideas in a logical way. Plan so you'll have the necessary equipment, information, time, etc.

To help plan, use an outline like the Demonstration Outline Form below. Such a form will give you a quick picture of how your demonstration should be organized.

Demonstrations can last from 3 to 30 minutes. If you are a beginner, a short demonstration will be easier for you to give than a long one. If you demonstrate in competition, an individual demonstration should last 10 to 20 minutes, a team demonstration 15 to 30 minutes.

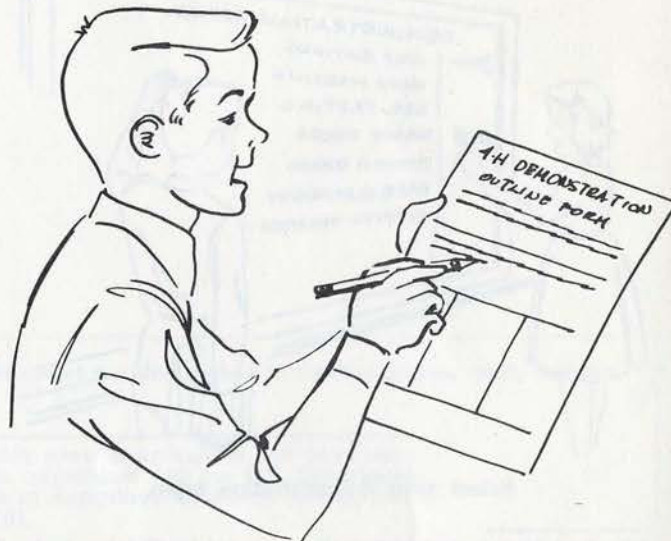
#### REMEMBER—When You Plan:

- Prepare a step-by-step outline.
- Be brief and clear.
- Use simple language.
- Express points and ideas in your own way.

## The Three Main Parts

A demonstration is made up of three main parts.

**INTRODUCTION**—Usually, someone in charge of the event will introduce you to the group. If so, it isn't necessary to give statistics about yourself. If you're demonstrating in your local club, almost everyone will know you. So start by greeting the audience with a simple "Hello" or "Good morning."



Use a Demonstration Outline Form in planning.

Then tell your audience in an interesting way what you plan to do. For example, you might say, "Today I'm going to show you how to build a dream house for birds. It has all the conveniences of modern bird life, and the neighborhood bird watchers think it's great."

Whatever you say in your introduction, make sure you can move smoothly from it into the body of your demonstration.

**REMEMBER—An Introduction Should:**

- Get the attention of the audience.
- Be brief.
- Be interesting.
- Connect easily to the body.

**BODY**—In the introduction, you tell what you are going to do. In the body, you actually do it.

As you work, tell your audience:

1. **What** you are doing.
2. **Why** you are doing it. There are reasons for the things you do. For example, there are reasons why you measure accurately, sand wood, use screws instead of nails, etc. Give all the scientific information you can.
3. **How** you do it. There are many ways to do things. Tell why you think your method is best. Your reasons will help sell your demonstration idea.

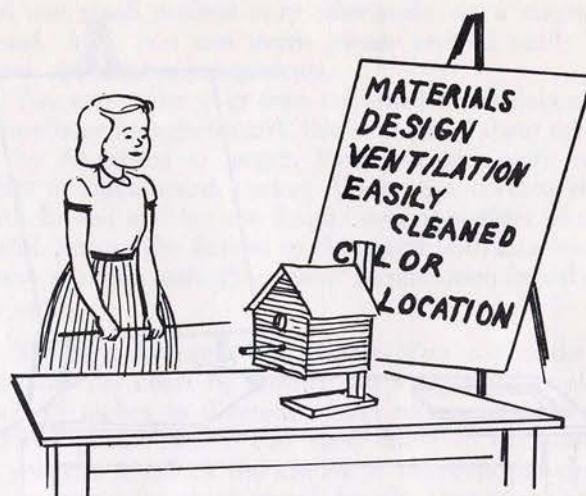
Talk to not at your audience. **Smile.** You may include interesting anecdotes, stories, or personal experiences that relate to your topic. Don't memorize—it doesn't sound natural. If you think you'll need reminding, put some key words on a card and place it flat on the table before you.

If you have chosen a topic you are interested in and if you are well prepared, you'll find it easy to talk as you work.

**REMEMBER—In The Body:**

- Do and
- Tell the what and why of your demonstration idea.

**CONCLUSION**—When you've completed the action part of the demonstration, remove trays and other materials before you summarize and ask for questions. Only the finished product, if there is one, should be in view.



Display your finished product.

As a summary, briefly repeat the important principles or ideas that should produce a good result. Answer questions so all can hear. Be able to tell your information sources. If you don't know an answer, say so.

**REMEMBER—To Summarize:**

- Emphasize the main points or principles in your demonstration. A chart may be helpful. (See pages 6-8 for help in preparing visuals.)
- Display the finished product.
- Ask for questions.
- Invite the audience to inspect (or taste) results, if convenient.

## Organize Your Supplies

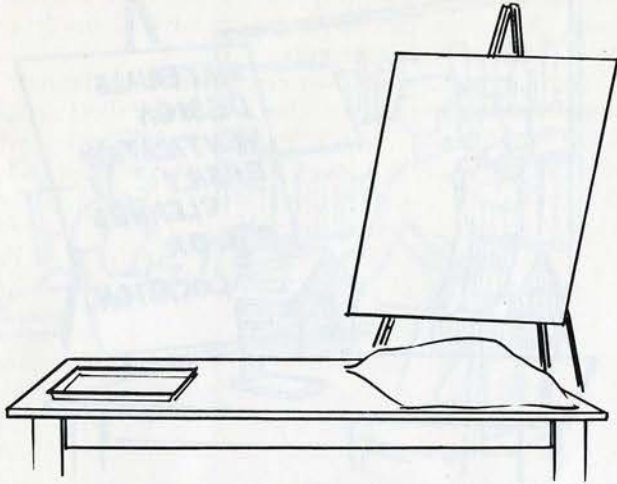
Select standard equipment that is easy to use. Put supplies in plain containers so brand names won't show. Make efficient use of your equipment; use as little as possible.

**To Prepare:**

- Make a list of all equipment you'll need.
- Use trays to keep your materials together. Then they will look neat and be easy for you to handle.

**When You Work:**

- Keep the table clear so the audience can see you work.
- Dispose of waste. Tack or tape a paper bag to the table edge.
- Use a slanted board on the table if it will improve your audience's view.



Arrange your materials neatly.

- Keep unused items on one tray, and place used items on another.
- Use clear containers to aid your audience's view.

When you've completely planned and prepared for your demonstration: PRACTICE—PRACTICE—PRACTICE.

## Use Charts If Needed

Charts can help you emphasize points, clarify important steps and processes, and summarize main ideas or processes. As you make your charts, remember:

1. Keep the message simple. It should stop people, tell the story quickly and simply, and stimulate them to act.
2. Use plain gothic lettering (see the illustration). It is the easiest lettering to read. Judge the spacing between letters by how it looks rather than by measuring. Keep letters close together, but leave plenty of space between words. Then your chart will be easy to read.

**GOTHIC**  
**SPACING** optical  
**SPACING** mechanical  
**CAPITALS FOR EMPHASIS**  
 lower case reads well

3. Use mainly lower case letters. Use capitals for emphasis or variety. You can use different sizes of both lower case and capital letters on the same chart, but be careful not to clutter or crowd it.
4. Remember that letter size is very important. A basic rule is to use 1 inch of letter height for every 25 feet of distance between your chart and audience. This size is the **minimum** size—letters usually should be larger.
5. Use felt-tipped pens or fast-drying inks for lettering. These inks are inexpensive, come in many colors, and dry quickly. You also may use speedball pens. They are inexpensive and easy to handle. If you use a brush, it should have long bristles and a square tip.
6. Use poster board or heavy paper for your chart. You can buy poster board in 22- by 28-inch sheets at most stationery and school supply stores. If you use paper, buy four- or six-ply paper. (A kit of poster making equipment would be a worthwhile investment for a 4-H Club.)
7. Make your charts in black and white or in colors. Generally, use dark colors on light backgrounds and light colors on dark backgrounds. Avoid complementary colors such as red and green, blue and orange, and yellow and purple—they are hard to read.
8. Be sure you spell every word correctly.

### REMEMBER—Charts Help:

- Emphasize certain points.
- Clarify important steps and processes.
- Summarize main ideas or processes.

## An Illustrated Talk

If you are an experienced demonstrator, you may want to give an illustrated talk. Use the same planning method you would use for a demonstration. You can tell about and illustrate a PRACTICE, PROCESS, or PRINCIPLE.

## Illustrating Aids

**Actual Objects.** Use actual objects whenever you can. They are familiar to the audience, can affect all five senses, and get action into the presentation. What could be a better selling point for home-baked bread than to see, smell, and taste it? If you demonstrate how to shear a sheep, a sheep is your best visual.



Plan visuals carefully for an illustrated talk.

**Models.** If you can't use the actual object, a model of it is the next most effective aid. Models are especially helpful if you're talking about landscaping and building arrangements. You also can use them effectively in livestock, health, and safety demonstrations.

**Pictures.** Using pictures of the real object or of steps in a process is a good idea. You can use drawings, pictures from magazines, photographs, slides, and movies. But remember that every picture you use must be large enough for the audience to see. Slides showing improvements you have made in your yard or a room are excellent visual aids. And what better way to illustrate how to take good pictures than to use actual pictures? Always use matte (dull) finished rather than glossy pictures.

If you use a projector, be sure the room is dark and the screen is large enough.

**Chalkboards, Flip Charts, Flannelboards, and Magnetboards.** A chalkboard (blackboard) is a good demonstration aid. Use a green board and yellow chalk for the best visibility. Remember to write large enough and heavy enough so people can see.

Newsprint pads on easels, called flip charts, are popular visuals. You can use many colors of paint, ink, or pencil on them. Tear off the pages as you finish using them.

A flannelboard is covered with flannel or some other napped material. Then cutouts backed with materials such as sandpaper, felt, or flannel will stick to it. You also can use cutouts made from sponge rubber, styrofoam, yarn, and other lightweight materials to add interest to your presentation. When used like flannel, Velcro will hold objects weighing up to 1 pound.

A magnetboard offers the same possibilities as a flannelboard. Little magnets fastened to the backs of small objects hold them to the board. The board is covered with a thin sheet of iron or screen. You

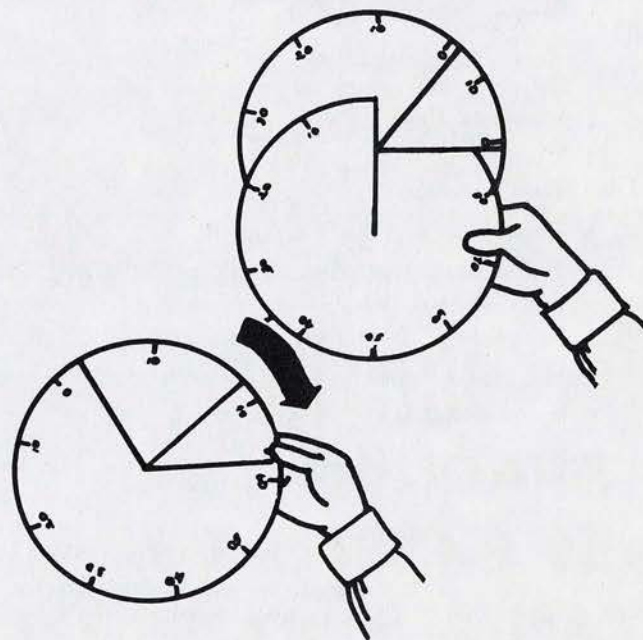
can use small models very effectively on a magnetboard. Also, you can move pieces around easily to show different arrangements.

You can make your own combination chalkboard-flannelboard-magnetboard. Use a piece of sheet metal 30 by 40 inches or larger. Paint one side with two coats of chalkboard slating. Cover the reverse side with flannel and lap the flannel over the edges of the metal. Secure the flannel to the metal with aluminum storm window sash. Place your combination board on an easel.

**Movable Pie and Bar Charts.** You can make a movable pie chart by cutting out a series of circles, each 18 inches in diameter, from pieces of different colored poster board. Cut each circle to the center so you can interlock the circles. A movable pie chart is an especially good visual for showing parts of a whole.

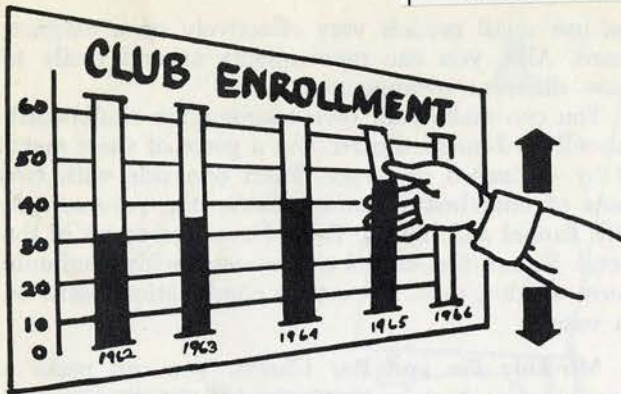
Make a movable bar chart by cutting a series of slots near the top and bottom of a piece of poster board. Form the movable bars with bands of elastic webbing. (Use two colors of elastic.) Run the elastic through the slots and fasten the ends together on the reverse side of the panel. Use this visual to show such things as the amounts of a certain nutrient in different foods.

**Mirrors.** You can use a mirror when you can't place the object where the audience can see it well (when you are on a stage, for instance). Tilt the mirror at an angle low enough so the audience can see. If you angle the mirror to the left and right, the people on the sides can see.



Use a movable pie chart to show parts of a whole.





Use bands of elastic to make a movable bar chart.

**Slanted Boards.** A board raised on one side will help your audience to see what you are demonstrating. Make sure the board is large enough to work on. The way you slant the board will depend on what you are doing. Covering the board with flannel and using it like a flannelboard is a good idea. Slanted boards work well for raising work from the table in clothing demonstrations. A slanted box filled with soil can be used to demonstrate contour plowing.

#### REMEMBER

An illustrated talk is fundamentally the same as a demonstration, except:

- You're not actually making anything.
- You have no real finished product.
- Your visuals are very important.

## How About You

You should:

- Look neat and well groomed.
- Wear clean, washable clothing or clothing appropriate for the job.
- Be yourself, be happy, and smile.
- Have good posture.
- Show enthusiasm for your work.

#### RULES

If you are demonstrating in competition:

- An individual demonstration must be from 10 to 20 minutes long; a team demonstration must be from 15 to 30 minutes long.
- You must be enrolled in the project in which you're demonstrating, whether it is a team or individual presentation.

- Use good grammar.
- Talk to and look at your audience.

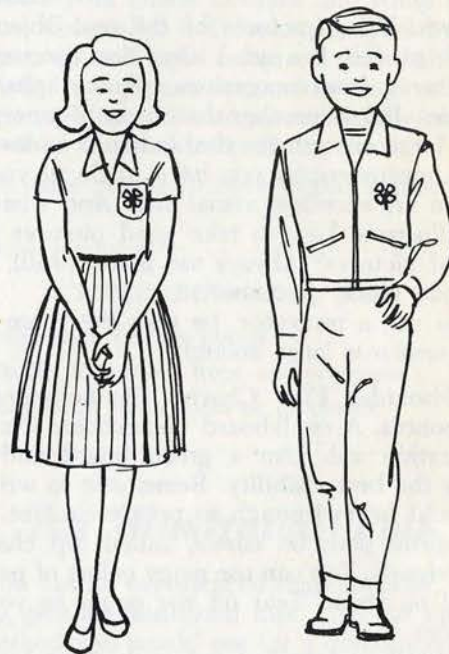
## Now Don't Forget

- Good plans make easy work.
- Start demonstrating at club meetings.
- Ask leaders for help.
- Use your family as your practice audience.
- Help young members start demonstrating.
- Use charts to aid you, not as attention getters.
- Be enthusiastic and others will be too.

Put into action all the things you have:

- Planned
- Prepared
- Practiced

and you are sure to succeed.



Look your best when you give a demonstration.