# Public Speaking

## Definitions of 4-H Presentations

### SPEECH

**Speech Defined**

A 4-H talk/regular speech is one means of sharing information and educating an audience about a specific subject. It is an oral presentation in which the member does not rely on posters/illustrations or objects. All illustrations are communicated through descriptions used in the speech. Basically, the 4-H member paints a picture or tells a story through oral communication. **There are no props/posters/costumes in a speech.**

- **5-7 Minutes**  
  - Individual only  
  - No TEAMS

### ILLUSTRATED PRESENTATIONS

#### ILLUSTRATED TALK DEFINED

A 4-H illustrated talk is another means of sharing information and educating an audience about a specific subject. It is an oral presentation in which the member uses posters/illustrations or objects to emphasize/illustrate specific points in the speech. A member does not actually make or demonstrate how to do something in an illustrated talk. No PPT presentations/slides in this division.

- **5-12 Minutes**  
  - Individual or Team

#### DEMONSTRATION DEFINED

A 4-H demonstration is a means of sharing information with an audience by showing how to do something. In this oral presentation the member shows how to make an item or complete a task. When a demonstration is finished the 4-H member will have a finished product to show. A demonstration can be an individual or team.

- **5-12 Minutes**  
  - Individual or Team

#### POWERPOINT PRESENTATION DEFINED

See illustrated talk definition. The primary differences are that PPT slides replace posters and the presenter is demonstrating the skills they have mastered when integrating technology into a speech/presentation. Members will be evaluated on their ability to design and create the PPT slides which complement the oral content of the presentation. The PPT should not be the “presentation.”

- **5-7 Minutes**  
  - Individual only  
  - No TEAMS

### TIME LIMITS:

- Speech: 5-7 minutes  
- Illustrated Presentation: 5-12 minutes  
- PowerPoint Presentation: 5-7 minutes.

### Penalties

- Presentations under or over the time limit will be penalized five (5) points for each full minute over or under the time limit. **Any presentation going 2 minutes over the allowed time will be stopped.**
PUBLIC SPEAKING CATEGORIES AND GUIDELINES

- Pre-registration is completed through the Roundup registration process.
- CANCELLATION - The chairperson and/or state staff assigned to the communication event shall be notified prior to the date of the event that a competitor will not be participating.
- It is in the best interest of the county program that a county not enter more than three (3) presentations in any one category.
- General categories have been established and an explanation of each is provided. Choose the category which best fits the topic. The category must be noted on the registration form or processing will be delayed.
- Event management reserves the right to divide and combine categories based on registration numbers. In the event a category is divided by age divisions, the top presentation in each division may be ask to present a second time to determine the winner.
- Individuals and teams complete against one another.

| The number used to register for a category at Roundup. |
|---------------------|---------------------|---------------------|---------------------|
| Illustrated Presentation | Speech | PPT Presentation | Categories |
| #1 | #6 | #11 | Animal Science – Livestock/Large Animal/Companion Animals (includes Dog, Cats, Rabbits-companion or meat, Pocket pets, Beef, Dairy, Goats, Horse, Swine, Sheep, Poultry, Meats and Respective Vet Science, Animal Welfare, Technology, etc). |
| #2 | #7 | #12 | Plant, Natural and Mechanical Sciences (includes Agronomy, Horticulture, Entomology, Wildlife, Forestry, Environment, Natural resources, Camping, Shooting Sports, Rocketry, Bicycle, Electric, Woodworking, Energy Conservation & Usage, Weather, Geology, Energy: Petroleum/Solar/Wind/Hydro/etc. Power, etc.). |
| #3 | #8 | #13 | Water Protection, Conservation and Usage |
| #5 | #10 | #15 | Communication & Expressive/Visual Arts and ALL other topics (includes Photography, Film Making, verbal/non-verbal communications, Recreation, Arts/Crafts, Performing Arts, Recycling, 4-H Promotion, etc.). |

Preparation of Speeches/Illustrated Presentation/Demonstration Presentations

- Resources:  [http://4h.okstate.edu/literature-links/lit-online/communication-expression-arts/speaking](http://4h.okstate.edu/literature-links/lit-online/communication-expression-arts/speaking)
- Materials (speeches/illustrated talks/PPT) previously presented at Roundup as a team/individual are not permitted.
- Prior to competing at Roundup, the presentations should have been presented before a group (i.e. county/district/regional contest, local 4-H club meeting, community organization, class, etc.).
- Special equipment will not be provided. Each member will be responsible for providing his/her own equipment (i.e. Easel, extension cords, props, audio-visual devices, spoons, trays, tablecloth, etc.)
In your planning and preparation, keep in mind you will be sharing space with others -- flexibility, cooperation and a helping attitude is expected of all delegates.

Kitchen/water will not be available for advance preparation or clean-up.

Electrical outlets may be limited and not closely associated with the presentation area.

- No Firearms are permitted.
- No Live Animals are permitted.
- Note cards may be used but should be used sparingly.
- Participants may be asked questions about the information presented.
- Participants should be present at least 15 minutes before the contest begins. It is the responsibility of the contestant to be at the right place and on time. Room locations are provided to the county educator prior to Roundup and last minute changes are part of the county packet at check-in.

PPT Presentations ONLY

1. An OSU computer and projector will be provided. The computer will be loaded with the current version of PowerPoint commonly used by OSU.

2. Presentation must be on a memory stick or CD. **No Zip™ disk or zipped files should be used as it may not be compatible with equipment.**

3. Bring 2 copies of the presentation, as a handout, with six slides per page. These handouts will be for the judge’s benefit, in the event of equipment malfunction or a compatibility problem.

4. Participants will be expected to upload and run their own presentation.

**Evaluation of Public Speaking Presentation**

**JUDGING:**

- In most cases there will be two judges.
- In the event a category is divided by age divisions, the top presentation in each division may be ask to present a second time to determine the winner in the category.

**FEED BACK**

- Judges will be asked to provide constructive comments to each participant. A copy of the score sheet will be delivered to county mail box after the event.
- Awards, comment/score sheets and/or results will not be mailed to individuals or counties.

**RECOGNITION**

- Danish-Award System, with respective color ribbon, used to evaluate each presentation:  
  Blue Award (Outstanding)  
  Red Award (Good- Satisfactory)  
  White Award (Satisfactory- Needs Improvement)

- Peer Competition (first through third place) will be used to place participants in each category.
- The judge(s) reserve the right/have the discretion not to award first place.
- First place winners will receive a plaque and a monetary award of $50 (2015). Water Conservation presentations placed 1st-3rd receive a plaque, as well as a monetary prize respectively of $200, $100 and $50 (2015). Monetary awards will be mailed following Roundup.
- Results and ribbons will be awarded at the conclusion of the contest in each room. Only exception is with prior approval of event superintendent, that a designated representative may accept award on their behalf because the contestant is competing/participating in another activity running simultaneously with communication event.
- All results will be emailed to county educators following the contest.
- ALL First place and conservation winners must write a thank you note immediately following the awards presentations before they can leave with the plaque.
SPEECH/ILLUSTRATED PRESENTATION SCORESHEET

- Intermediate
- Speech
- Individual
- Advanced
- Illustrated Presentation
- Team (Illustrated Presentation Only)
- PowerPoint Presentation (Individuals Only)

Name (print) __________________________________________ County (print) __________________________

Title/Topic (print) ____________________________________________________________

(Topic should provide information that would be useful in subdividing large categories or combining small ones.)

Name of partner (team presentations only) ____________________________________________

SPEAKER: possible points (25) ______

Appearance (neat, appropriate)
Voice (clear, fluent, voice control, pronunciation, articulation, projection)
Poise and Posture (cheerful, confident, and erect)
Eye Contact
Comments:

PRESENTATION: possible points (50) ______

Introduction (short, complete, interesting)
Organization of Material
Delivery (smooth, appropriate speed, voice variations)
Conclusion (adequate and effective)
General Effect of Presentation
Interest to Audience

FOR ILLUSTRATED PRESENTATIONS & POWERPOINT:

Proper Use of Visual Aids and Equipment
Use of Appropriate Materials to “Show” Main Idea

FOR ILLUSTRATED PRESENTATIONS ONLY:

Props (well managed, neat work space)
Comments:

SUBJECT MATTER: possible points (25) ______

Originality
Speaker’s Understanding of Subject Matter
Suitability of Topic (specific)
Information (accurate, up-to-date, complete)
Comments:

Time Limit: Speeches, 5-7 min; Illustrated Presentations, 5-12 min, PowerPoint Presentations, 5-7 min.
Penalty: 5 pts. for each full minute over or under the time limit.

Total points ______

NOTE TO JUDGES:
Please circle the ribbon color and rank the top three in the contest. Upon completion, give both copies (yellow and white) of score sheet to the supervising adult who will take them to the contest headquarters.

Circle one: Blue Red White Placing if one of top three ______

Judges Signature: ________________________________