

## PRESENTATION SKILLS - Demonstrations

Demonstration speaking is the art of "showing and telling". Although the visual part—the action and materials—is what sets a demonstration apart from any other informative speech, the speaker must pay careful attention to what she or he says, as well as to what he or she does. The demonstrator must be thoroughly knowledgeable about the task and be able to explain it to others. The test of a good demonstration is that the audience will feel that they have learned, within the time limit, how to make, do, or use something interesting and practical.

### **Guidelines**

- ✧ Time limit is 15 minutes, with 5 minutes set-up and take-down time, total no more than 20 minutes
- ✧ The use of note cards is recommended but not required. Sheets of paper for notes are not recommended, but will not be judged down.
- ✧ Materials and props should be chosen and prepared for ease of use and ease of viewing
- ✧ At least one chart or poster is recommended; these should be neat and easy to read from the audience.
- ✧ The speaker should include a question and answer period at the end of the demonstration. This period will not count against the speaker's time if it causes her or him to exceed the maximum; it may count towards the minimum time if it is to the speaker's advantage.
- ✧ The demonstrator should maintain a good balance of talking and doing, and the two should be paced well together

### **Preparing for the Demonstration**

- ✧ Be familiar with this information sheet, the scoresheet and the Fairbook section before you plan your demonstration
- ✧ Start early and practice, practice, practice!

Score Sheet –Ingham County 4-H  
Demonstrations

Name \_\_\_\_\_

Title/Topic \_\_\_\_\_

Age Group    9-12        13 and up

	Possible Points	Points earned	Excellent, good or fair
Explain Why subject was chosen	10		
Materials appropriate to demonstration	10		
Chart, poster or visual aid is attractive and easy to read	10		
Step by step information given and clearly explained	10		
Speak clearly, and loudly	10		
Good eye contact	10		
Stage presence is good, attitude, posture, actions	10		
Personal appearance is appropriate for demonstration	5		
Interest created in audience	5		
Response to questions	5		
Overall smoothness of demonstration	10		
Summary	5		

Other comments: