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.

Other resources to help you

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<th>4-H Communication Fact Sheets:</th>
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