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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Kansas State University Agricultural Experiment Station and Cooperative Extension Service

4H981 October 2009

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