

**SPECIAL ALERTS – READ CAREFULLY**  
**“HEADS UP” INFORMATION ABOUT CHANGES AND SPECIAL ALERTS**  
**FOR STATE LEVEL PRESENTERS, EDUCATORS, AND EVALUATORS.**

**ATTENTION PRESENTERS:**

1. At the State level, presenters in ALL categories will be required to write a biographical introduction on a **4X6 card**. Included in this introduction should be name, county, club (if applicable), years in 4-H, and any additional information that the presenter thinks would be of interest to his/her audience, i.e., hobbies, music, drama, other youth related interests, etc. Keep this interesting and concise. Introduction should be written as the presenter wants it to be read by room assistant. **DO NOT GIVE AGE OR NUMBER OF PREVIOUS PRESENTATIONS** (See point #5). Print clearly or type introduction.
2. At the State level event, presenters are required to provide all needed equipment and supplies. Two easels and a table will be provided in each room. Screens are available in some rooms. Should a presenter need a screen or outlet this should be noted on his/her registration form.
3. (A) The presenter will be required to repeat a question prior to responding when fielding questions at the conclusion of a presentation.  
Example: “The question is. . . .”  
  
(B) Use of note cards is permitted at the State level but should be used as a “tool” to enhance presentation and not as a “crutch” on which to depend.  
  
(C) Remember to cite all reference sources; internet sources should contain a specific “address” and be accompanied with a handout for distribution to the audience if several internet sites are used.
4. A “Team Presentation” is to consist of **NO MORE** than **TWO** presenters. In a team presentation, both evaluators score both presenters individually, and their scores are averaged together for an overall total. At the State level, team presentations are only allowed in the categories of **Demonstration and Dramatic Interpretation**. Review Team Presentations in category definitions.
5. All presenters at the State level will be evaluated against a “Standard of Expectation” **without the consideration of age and level of experience**. Since this is the highest level of evaluation, elimination of age and experience allow all presenters to be evaluated on a level playing field. There still remains an educational experience to “make the best better” by learning from the written and consultation evaluation process. A numerical rating from 1 to 5 for each aspect on the appropriate evaluation sheet allows a presenter to measure his/her level of performance at the State Level. Judging against a Standard of Expectation eliminates the subjective approach that results when one presentation is being judged against another and gives the presenter the opportunity to better oneself based on that standard. **IMPORTANT: The consideration of age and level of experience should still be maintained at all other levels of participation.**
6. The time limit for all types of presentations at the State level is **A MAXIMUM OF 15 MINUTES and A MINIMUM LENGTH OF 5 MINUTES.** It is encouraged that state level presenters attempt to produce a “meaty” presentation within a 15-minute maximum while stretching beyond that 5-minute minimum. Point reductions will result from abuses of time limitations. Evaluators, when giving a score for this area, will consider effective use of time based on the material being presented. Timing of a presentation begins when the presenter starts to talk and ends at the close of the presenter’s conclusion or summary. Questions and answers are not a part of the overall time measurement of the presentation.  
  
**NOTE:** Cue cards will be used to alert the presenter that maximum time limit is approaching.  
**YELLOW TRIANGLE** = Two minutes remaining  
**RED OCTAGON** = Time is up. Bring to quick conclusion
7. Should a presentation include the use of a **live animal(s)**, the presenter is responsible for sanitation and humane well being of the animal throughout the event. This would include clean up and sanitization of the presentation area making it suitable for the next presenter. Live animals need to have appropriate health certificates and be caged or leashed

appropriately. If **dogs** will remain in the building during the event, they need to be **crated**. The State 4-H Office needs to approve live animals to be included in presentations at the State Event.

8. Food products that are created during a presentation can only be offered to the evaluators. Health restrictions prevent foods from being shared with the audience. If these foods are taken away from the presentation room, the presenter can then take personal responsibility for sharing food items. **PLASTIC GLOVES ARE REQUIRED FOR FOOD PRESENTATIONS, HAIR TO BE "UNDER CONTROL," AND APRONS WORN WHERE APPROPRIATE.**

#### **ATTENTION COUNTY EDUCATORS:**

9. Each county may select up to **three** senior presenters for the State Event. A senior 4-H'er is at least 13 years old by January 1 of current year and no older than 19. As this is the highest level of participation in the Public Presentation Program, presenters should be selected who have excelled at other levels and are ready for a higher level of evaluation. This helps to ensure a positive learning experience for the participants.
10. Each county should attempt to select their presenters from three different categories. However, counties may select two presenters from one category and one from another category. **PRESENTERS ARE NOT ALL TO BE CHOSEN FROM THE SAME CATEGORY.**
11. **New this year:** Each county registering three presenters based on the state event criteria may also register up to two alternates in any category who qualify at the same level as those selected for the state event. Alternates will be accepted on a first come, first serve system based on openings from other counties. Counties registering alternates will be notified of acceptance after the July 5<sup>th</sup> deadline.
12. A presenter may return to State level in the **same category** until he/she has received a **GOLD SEAL award on his/her certificate** at this level. However, a new presentation must have been researched and developed. The gold seal award is not to be confused with the GOLD MEDAL award that is given only to the top presenter in each category. (See section on State Award Explanations).
13. Future plans are to include interviews and impromptu presentations, as well as other forms of Creative Communications, in our NYS Public Presentation Program. Announcements of these additions will be made to all counties when these categories become a part of the State program. It is **essential** that the current categories be mastered before additional categories are added to the State Event.
14. Contact the State 4-H Office if you have questions about categories, guidelines, or the State Event in general.

#### CONTACT PEOPLE:

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IMPORTANT FINAL WORDS: ***"To Make Your Best Better"*** and ***"Learning by Doing"*** remain at the very heart of the New York State 4-H Public Presentation Program and Event. Although "competition" seems to either be thrived on by some or abhorred by others in all areas of our lives, this event has been made possible for the purpose of providing a healthy environment where our young people can receive advanced education in the area of public presentations while at the same time being honored for having achieved a higher level of recognition and experience. While awards are given for various degrees of accomplishment at the State level, there still remains the focus of a personal evaluation that encourages our young people to continually be making their personal best even better.

***"Inward pride for outward achievements will always be the highest award you can gain."***

***– Dianne Walter, Program Coordinator***

## Progression and Age-group Expectations

Approximate Age/Grade	Presentation Type	Comments and Expectations
Young Cloverbuds Grades K-1, Ages 5 & 6	Show-and-Tell	This is a lead-up activity that “readies ” the young Cloverbud for participation in the Public Presentation program. The show-and-tell is not evaluated but a dialogue between the member and either an adult or teen listener takes place providing motivation and praise. Emphasis is on self-expression and helping the member feel comfortable speaking to a small group of peers and adults.
Cloverbuds Grades 2-3, Ages 7 & 8	Show-and-Tell  Demonstration	✧“First-timers” are advised to do the Show-and-Tell. Cloverbuds who have already had a positive show-and-tell experience and/or feel confident about trying a Demonstration may do so. Although the three parts of a presentation are learned at this level, focus is still on helping the member to feel comfortable. Cloverbuds are not expected to do a polished job. A special Cloverbud Comment Sheet is used; no ratings or scores are given. The evaluator encourages and coaches in a highly positive manner.
Grades 4-6, Ages 9-11 (in some cases an 8 yr old or 3 <sup>rd</sup> grader may be a 'regular' 4-H'er)	Demonstration  Illustrated Talk	✧✧Emphasis is now shifted to the Demonstration format and some of the finer points of organization. The member is expected to both show <b>how</b> and explain <b>why</b> . The member should know enough background information to answer reasonable questions. Members who have done well with Demonstrations are encouraged to try an Illustrated Talk.
Grades 7-9, Ages 12-14	Demonstration  Illustrated Talk  Creative Communication	Training emphasizes format, presentation technique and showmanship equally. Presentations are expected to be informative, well organized and presented in an interesting manner. Members who have done well with Demonstrations are encouraged to try an Illustrated Talk or Creative Communication presentation.
Grades 10-12, Ages 15-19	Demonstration  Illustrated Talk  Creative Communication  Formal Speech	Experienced teens should be able to deliver a polished and professional Demonstration. They are encouraged to try one of the other presentation types if they have not already done so. Training emphasis is on delivery and showmanship since format and organization should be second nature by now. The formal Speech is an appropriate challenge because the speaker has nothing but his/her own voice and body to retain audience attention and communicate the message.

✧ This is highly dependent on the individual child.

✧✧ Members sometime choose to do an Illustrated Talk over a Demonstration.

# A Message to 4-H Public Presentation Evaluators

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Evaluation is the connecting link in the chain of learning experiences that convert the unsure to self-assured, and the awkward to polished presenters. It is the end of one “learning by doing” cycle and the start of the next through which 4-H members strive to “make the best better.”

Your role is an important one. **What** you say and **how** you say it affects both the learning and the self-concept of the member. Your influence will be most positive when:

- ◇ You understand the purposes and goals of youth development programming;
- ◇ You understand the developmental stages of youth and respect the capabilities of each;
- ◇ You are positive and encouraging when coaching youth, able to challenge them to improve without discouraging them;
- ◇ You know the standards and expectations against which to measure youth presentations;
- ◇ You enjoy working with youth and want to make a difference in their lives.

This guide presents the basic information you need to become an effective 4-H Public Presentation evaluator. Attending an evaluator training workshop will help you to further understand the expectations for youth of different ages, to hone your coaching skills, and to learn how to use the evaluation forms as effective teaching tools.

The 4-H Youth Development Staff appreciates your willingness to share your expertise with young people. We thank you for investing the time to help our 4-H members grow in confidence and competence.

Oral communication is a complex matter. It involves the accurate use of vocabulary and grammar, the ability to grab and retain audience attention and the use of a variety of techniques and tools to help deliver the message. These are all affected by the personality, confidence and self-concept of the presenter. No matter how well planned and practiced a presentation may be, it will not communicate effectively unless the presenter is comfortable in front of the audience and allows his/her personality to shine through. Therefore, the progression of learning experiences in the 4-H Public Presentation Program starts and ends with a focus on the personal aspects of presentation. The technical aspects are emphasized during the middle years of participation in the program. This progression is outlined in the chart on page 6.



# Pointers for Presentation Evaluators

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The challenge in any educational evaluation process is to balance recognition with constructive criticism. To motivate a young person to improve, his/her work must be evaluated realistically, praised appropriately, and critiqued tactfully. Providing constructive suggestions after the member has identified need for improvement in a certain area reinforces the member's self-assessment and maps a path to greater accomplishment. When the member does not see the performance realistically the challenge for the evaluator is greater. Serving "compliment sandwiches" can help – spread the constructive criticism between two compliments. In the end, all presenters should leave feeling good about themselves and the effort they have made and with the confidence that they are capable of doing even better next time.

The persona projected by the evaluator can enhance the learning process or undermine it. These four characters illustrate the point:

**Mr. Ego** - This evaluator wants the member (and everyone within earshot) to know how much of an expert he is. He asks tricky questions, and when the member stumbles he gleefully proceeds to enlighten all with more information than anyone cares to know. The member leaves depressed. Mr. Ego is so impressed with himself that he doesn't even notice.

**Ms. Conscientious** - She knows that evaluation is an important job. She must catch each and every mistake that a member may make. She's afraid that if she lets something slip by her she will have failed in her mission and she, herself, will be viewed as unfit. Ms. Conscientious, because she is so wrapped up in the "judging" process, overlooks the member completely. The member leaves with a head full of "don'ts" and the feeling that he won't get it right – EVER.

**Grandma** – This evaluator is a good-natured soul. She can't bear to tell any of "her children" that they may have made a mistake. (If she had her way, members would do their presentations seated on her knee!) It pains her to make corrections, but when she does, they are *so* gentle the member can't recognize them. The member leaves convinced that he is a perfect being with no need for improvement.

**Mr. Mentor** - He is an empathetic teacher and knows that the presenter is more important than the presentation. He realizes that guided self-evaluation helps members grow. As he consults with each presenter he listens carefully. He watches the member's face and body language to judge the reaction to what he is saying so that he will know when more positive comments are needed and when it is time to stop making suggestions. His evaluation is realistic, encouraging and tactful. The member leaves feeling confident in himself and motivated to make his best even better.

## Setting the Stage for a Positive Experience

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Here are some simple things that an evaluator can do, and avoid doing, to create a positive learning environment:

### ***Before the presentation starts –***

- ☺ Greet the presenter with a smile and introduce yourself.
- ☺ If the member seems nervous initiate a little small talk – comment on your interest in the topic, etc. – let the member tell you when he/she is ready to start.
- ☹ Don't make the member wait while you chat with other adults when he/she is ready to start.

### ***During the presentation –***

- ☺ Watch and listen to the presenter continuously, making only brief notes on scrap paper.
- ☺ Interrupt **only** to make presenter aware of a safety hazard, if the member cannot be heard, or if the presenter has obviously met with an obstacle that they don't seem to know how to surmount.
- ☺ Tactfully signal the presenter when the time limit has been reached.
- ☺ Be prepared to ask some questions at the conclusion of the presentation and encourage the audience to ask questions also. (If a question is inappropriate or questions too numerous, intervene as needed.)
- ☺ Keep an open mind. If the presenter used a technique or method different from your own consider the results. If it worked well it is probably acceptable.
- ☹ Don't show displeasure when a mistake is made.
- ☹ Don't stop the presentation *without warning* even when it is obvious that it is not close to being finished when the time limit has been reached.

### ***After the presentation –***

- ☺ Be prepared to stand up and say something to the audience that is **positive** about the presenter or the presentation. This “sets the stage” for a more positive consultation time between you and the presenter. **No negative statements** should ever be made publicly regarding the presenter or presentation.
- ☺ While the presenter is clearing the table begin to write comments on the evaluation form. (You may write additional comments after speaking with the member.)
- ☺ Ask the presenter to sit next to you for the consultation.
- ☺ Start with a positive and sincere comment then lead the member into a self-evaluation. (“I enjoyed your presentation. Were you pleased with it?”)
- ☺ Maintain a dialogue while providing both praise and suggestions for improvement.
- ☺ End the consultation with a positive comment.
- ☺ Complete your written comments (*be thorough*) and numerical ratings when called for. Make sure your written comments, like your oral consultation, include both positive and constructive remarks.
- ☹ Don't lecture or be too picky.



## The Consultation Method of Evaluation

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The New York State 4-H Youth Development Program endorses the consultation method for evaluating 4-H Public Presentations rather than the public critique method used in some other states. The consultation method focuses on facilitating growth rather than justifying a rating.

The most important aspect of the consultation method is the *dialogue* that takes place between the presenter and the evaluator after the presentation has been completed. It is intended to help members *decide for themselves* how well they did relative to their experience and to identify specific things they can work on to improve their next performance. The evaluator makes very brief notes during the presentation and uses them as the basis for a series of questions that lead the member through a self-evaluation. This process should give the members an opportunity to talk about what they have done, how they feel about it, what they think can be improved, and where they would like help. The evaluator recognizes the things the member has done well and, when areas that need improvement have been identified, provides suggestions and alternative approaches. When the conversation has ended the evaluator records the most important points on the evaluation sheet and completes the ratings.

It is important for evaluators to be aware of the presenter's past experience and the expectations for their age group. It is just as important to praise members for their participation, preparation and progress as it is to recognize an excellent performance.

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## 4-H Public Presentation Evaluation Standards

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The factors to consider when evaluating a 4-H Public Presentation are detailed on each of the evaluation forms used at the state level: **Demonstration, Illustrated Talk, Speech, Recitation, and Dramatic Interpretation**. However, it is wise to look at the “forest” before examining the “trees.” If you can answer “yes” to each of the following three questions, the presenter has, *in general*, met expectations:

- ✓ Was the topic appropriate for the audience and the age/experience of the presenter?
- ✓ Was the message clear; was the intended lesson or process taught effectively?
- ✓ Did the member present him/herself with poise and confidence?

Your assessment of the *general* quality of the presentation will guide your final rating. Each of the details contributes to the quality of the presentation but not to the same degree. So, simply adding up points given for each item will not accurately reflect the overall quality of the presentation.

Regardless of the final rating, it is the details that will guide the member's future growth. The point system used on the state level evaluation forms assigns points relative to the expectations for a given age/experience level: 3 points = met expectations for level, 4 points = above expectations, 5 points = outstanding, 2 points = needs improvement, 1 point = omitted something essential. It is the items that fall above and below the expectation point that you will be discussing with the presenter. The standards for each of the items listed on the forms are described on the following pages. State level evaluation forms are available from a 4-H Educator or on the state 4-H website if they are not included with this packet. (In some cases, evaluation on the local level may use a different scoring system.)

# Glossary of 4-H Public Presentation Standards

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While the terms used vary from form to form the items listed on all evaluation forms are divided into three sections - delivery, subject and presenter. Definitions given below are shown in alphabetical order under section headings.

## Delivery

**Articulation** - Words are pronounced clearly and appropriately. (Consider level of difficulty and age.)

**Conclusion** - The conclusion of a **Speech** or **Creative Communication** presentation may take any of three forms. It may present the generalization that is drawn from the previously discussed points; it may provide an emotional closure; or it may bring points presented to a logical closure. Consider how well the conclusion brings the main message home to the audience.

**Conveys Tone/Mood** - The language, facial expressions, tone of voice, inflection, etc. convey an emotional character or attitude that is in keeping with the nature of the topic and it's main message.

**Efficient Organization** - The materials and equipment used should be logically arranged in the demonstration space so that they remain organized and easy to use or find throughout the **Demonstration**. Work area is kept clear for good audience observation.

**Gestures** - Hand and body movements are appropriate to the content of the presentation and serve to depict the emotional character of the message. These are neither over nor under accentuated.

**Gets Point Across/Appropriate Length** – Information is presented in an effective, clear manner. The audience clearly understands the purpose and intent of the presentation. A sufficient amount of time is used to effectively deliver the message without rambling on needlessly or attempting to “squeeze” in too much information in the allotted time.

**Grammar/Vocabulary** – Proper grammar and terminology are used. The language used makes the meaning clear.

**Introduction** – Opening remarks creatively stimulate interest in the topic (explain why it is important to the presenter and/or the audience, describe its dramatic or historical significance, etc.). If the presenter has not been introduced a personal introduction should also be included. ♦♦♦ **At state level, presenter provides biographical introduction to room assistant.**

**Length of Presentation** – The length of the presentation (within 3 to 15 minute limits) is appropriate to the topic and to the age and experience of the presenter. ♦♦♦ **At state level, point reductions will occur for presentations going over 15 minutes.**

**Proper Equipment/Visual Aids** – The **correct** equipment is used when demonstrating a technique or process. Equipment is in safe and clean condition. If audio/visual equipment is used, it should be handled properly, smoothly and confidently. If hand-made visual aids are used, they should be neat, concise, legible and effective in the delivery of the message. Charts, models and other visuals may be used to:

- Show an enlarged view of a detail
- Show a reduced scale model when it is not practical to have a full-scale model or the real object
- Show a cross-section
- Compare data
- Summarize steps in an operation
- List pertinent information such as ingredients or craft supplies

Props for Dramatic Interpretations should be simple so they do not overwhelm the presentation.

**Proper use of Notes/Visual Cues** – If needed, note cards or other inconspicuous visual cues should be used for quick reference only. For **Demonstrations** and **Illustrated Talks**, a poster may be used simultaneously as a visual for the audience and a cue card for the presenter. Consider age, experience and the difficulty level of the presentation when evaluating whether the degree of dependence on aids is acceptable.

**Smoothness/Flow** – Pace and pauses are used appropriately to add emphasis, convey mood or enable the audience to process information before moving on.

**Summary** – The main points of the **Demonstration** or **Illustrated Talk** should be reviewed *concisely*; no new material should be introduced. A feeling of closure should be felt.

## Subject

**Appropriate for Experience & Age** – The topic is challenging but within the capability of the presenter.

**Content: Documented and Researched** – The content is well thought out, researched and factual; the presenter identifies sources. In persuasive **Speeches**, sources of conflicting opinion should also be cited.

**Correct, Up-to-date Information/Sources Given** - The information given is based on reliable sources that are identified by the presenter.

**One Main Theme, Logically Organized** - Information given pertains directly to the topic and is presented in a logical order that is easy to understand.

**Stimulates Audience Interest** – The topic would be expected to attract attention from people like those in the audience without factoring in the effectiveness of the delivery.

**Understanding of Subject** – The presenter gives evidence that information is understood, not “parroted”, by adequate response to questions and through the way information is used throughout the presentation. In a creative communication presentation, the manner of interpretation shows that the presenter **understands** and **feels** the meaning and significance of the creative piece.

## Presenter

**Appearance** – The presenter is well groomed and properly dressed for the topic and type of presentation. Appropriate clothing may be worn for a **Recitation** to **subtly** represent the character or mood of the written piece but it should not overwhelm the oral presentation. Costumes for **Dramatic Interpretation** should be kept simple.

**Enthusiasm** – The presenter projects an excitement about the topic that serves to stimulate audience’s interest.

**Eye Contact** - The presenter creates a connection with the audience by looking directly at individuals in a small audience or by focusing on areas in a large room that would make audience members feel as though the speaker was gazing at them. This should become more refined with age and experience

**Fields Questions Adequately** - Answers most questions correctly and completely. When an answer is not known, the presenter suggests where it might be found or offers to find it.

**Poise** – The presenter’s demeanor is relaxed and confident.

**Posture** – The presenter does not slouch or fidget; stands and moves in a manner appropriate to the type of presentation. (Presenters who are physically challenged should be evaluated accordingly.)

**Voice** – The presenter speaks with a clear, strong voice using distinct enunciation; projects voice well enough to be heard from the back of the audience. (Good steady rate with effective volume.)