

# **Format for Public Presentations** ~ Guidelines for Introductions & Summaries/Conclusions ~

All types of 4-H Presentations share the same three-part format: an introduction, body, and conclusion or summary. ***The content and presentation techniques used in each part vary somewhat depending on the type of presentation.***

## **Introductions:**

**Demonstrations & Illustrated Talks:** the presenter will begin by introducing his/her topic in a manner that creatively catches the attention of the audience while either stimulating their curiosity or providing information about the subject.

- **Sample (Demonstration) Intro:** (A football is thrown from the side of the room and caught by the presenter who is dressed in football uniform). "If you have ever watched a football game, you know how important it is for the players to be able to throw and catch the ball skillfully".
- **Sample (Illustrated Talk) Intro:** "Vehicular accidents are the number one killer of youth ages 16 to 20".

**Creative Communication & Speeches:** the presenter should identify the source of the creative piece and its author and may allude to, explain or challenge the audience to discover the message it conveys prior to beginning. The setting as well as the presenter's reason for choosing this particular piece may also be included at this point if so desired.

## **Body:**

This is the main part of the presentation.

- **Demonstration:** a technique or steps of a process are shown.
- **Illustrated Talk or Speech:** the main points are identified and explained.
- **Creative Communication Presentation:** the creative piece is performed.

## **Conclusion or Summary:**

*The presenter emphasizes or re-emphasizes the message of the presentation.*

Please note that this part of the presentation is called a **summary in a demonstration** or an **illustrated talk** because it calls for a summary of the material presented; and called a **conclusion in a speech, recitation or dramatic interpretation** due to the fact that it requires the presenter to bring his talk to a conclusion.

- **Demonstration/Illustrated Talk:** *the most important steps or points are summarized.*
- **Creative Communication Presentation:** *the conclusion depends on the type of creative piece and how it was introduced. A conclusion may be built into the piece itself or the message may be emphasized through a simple comment, a brief analysis, an expressive body movement (lowering one's head) or even through dialog with the audience.*

## **REMEMBER YOUR SNAPPY & CLEVER INTRODUCTION!!**

**-Snappy sentence, quote, question, surprising fact, joke/funny story, personal experience, unusual objects, or dramatic/historical significance.**