

DISTRICT 8 4-H

Public Speaking 101

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PLAN

How do you choose a topic? This is where you start thinking through your main points and outline.

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PREPARE

What is your writing process? How do you find credible resources? What visual aides do you need?

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PRACTICE

How do you practice? What are the best ways to practice?

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PRESENT

What is your "day-of" routine? How do you handle the questions?



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PLAN

How do you choose a topic? This is where you start thinking through your main points and outline.

Planning your best presentation

- Start by choosing a topic-
 - Topics should be timely, interesting, and something you enjoy.
 - Choose something that might not be the most popular, but something that you can relate to.
- Narrow down that topic to something more specific
 - Think through the main points you want to cover.
 - Think through ideas for how you would structure an intro and an ending.



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PREPARE

What is your writing process? How do you find credible resources? What visual aides do you need?

Preparing for your best presentation

- Writing your presentation
 - Outline
 - Add the meat to the outline
 - Refine and perfect
- Use Credible Sources
 - Find sources that have credible information, not opinions
 - Make sure to find the source, your source quoted.
- Prepare your visual aides (educational presentations)
 - What visuals will be most effective to drive home your points?
 - Don't add something that makes no sense to your presentation



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PRACTICE

How do you practice?
What are the best ways
to practice?

Practicing your best presentation

- Refine and perfect your voice
 - Practice in front of people, pets, and the mirror
- Plan your movement & gestures
 - How will you use your room?
 - What will you do with your hands? Gestures should add to the presentation, not distract from it.
- Perfect your timing and speed.
 - Are you speaking too quickly? Too slowly?
- Practice answering questions.
 - Be sure to know your resources! Anticipate any question that could be asked and know how to answer it.





PRESENT

What is your "day-of" routine? How do you handle the questions?

Present your best presentation

- What do you wear?
- What is in your emergency kit?
- What do you do right before the competition starts?
- What are your best presentation tips?
- Questions:
 - Listen to the questions and answer what is actually being asked, not what you think they need to hear.



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Troubleshoot your presentation

TROUBLESHOOTING

What do you do when things do not go as planned?

- What do you do when things go wrong?
- What do you do if you blank on your presentation?
- What do you do if you didn't hear or understand the questions that were asked?
- What other things can wrong & how do you prepare for those?



FALL MAJORS

State Fair of Texas
Heart of Texas Fair

SPRING MAJORS

San Antonio Livestock Show
San Angelo Livestock Show
Houston Livestock Show & Rodeo

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ROUNDUP

County Roundup
District Roundup
Texas 4-H Roundup

OTHER

Club presentations
County Council
Presentations
School presentations





Questions?

**Contact your local County Extension
Agent for more resources**

