West District
Public Speaking Guidelines
2024

Public Speaking
Definitions of 4-H Presentations

SPEECH
Speech Defined

A 4-H talk/regular speech is one means of sharing information and educating an audience about a specific subject. It is an oral presentation in which the member does not rely on posters/illustrations or objects. All illustrations are communicated through descriptions used in the speech. Basically, the 4-H member paints a picture or tells a story through oral communication. *There are no props/posters/costumes in a speech.*

ILLUSTRATED PRESENTATIONS (FORMERLY ILLUSTRATED TALK & DEMONSTRATIONS)

Presentations in this category include both illustrated talks and demonstrations. They are judged together as an "illustrated presentation." A 4-H illustrated talk is another means of sharing information and educating an audience about a specific subject. In the oral presentation the member uses posters/illustrations or objects to emphasize/illustrate specific points in the speech.

A 4-H demonstration is a means of sharing information with an audience by showing how to do something. In the presentation the member shows how to make an item or complete a task. When a demonstration is finished the 4-H member will have a finished product to show.

DIGITAL-PRESENTATION DEFINED

See definition of an illustrated talk. The primary difference, a Digital Presentation replace posters and the presenter is demonstrating the skills they have mastered when integrating technology into a speech/presentation. Members will be evaluated on their ability to design and create effective slides (Prezi, PPT, Google Slides, etc.) which complement the oral content of the talk/speech. The digital platform (slides) should not be the "presentation."

Grade Division	Speech Time Requirements	Illustrated Presentation Time Requirements	Digital Presentation Time Requirements
3rd to 5th Grade	3 to 5 minutes	3 to 10 minutes	5 to 7 minutes
6th to 8th Grade	5 to 7 minutes	5 to 12 minutes	5 to 7 minutes
9TH to 12th Grade	5 to 7 minutes	5 to 12 minutes	5 to 7 minutes

Penalties

- Presentations under or over the time limit will be penalized five (5) points for each full minute over or under the time limit. Any presentation going 2 minutes over the allowed time will be stopped.
- Presenters using note cards will be penalized up to 10 points at the judge's discretion.

PUBLIC SPEAKING CATEGORIES AND GUIDELINES

- Pre-registration is required. Entries will be done through an online form, no paper entries will be accepted.
- General categories have been established and an explanation of each is provided. Choose the category which best fits the topic. The category must be noted on the registration form or processing will be delayed.
- Event management reserves the right to divide and combine categories based on registration numbers.
- If there are a large number of entries in one category, the event management reserves the right to split the entries into groups or heats. The winners of the heats will present a 2nd time to determine a winner.

Categories
Animal Science – Livestock/Large Animal/Companion Animals (includes Dog, Cats, Rabbits-companion or meat, Pocket pets, Beef, Dairy, Goats, Horse, Swine, Sheep, Poultry, Meats and Respective Vet Science, Animal Welfare, STEM, etc.).
Plant, Natural and Mechanical Sciences (includes Agronomy, Horticulture, Entomology, Wildlife, Forestry, Environment, Natural resources, Camping, Shooting Sports, STEM, Rocketry, Bicycle, Electric, Woodworking, Energy Conservation & Usage, Weather, Geology, Energy: Petroleum/Solar/Wind/Hydro/etc. Power, etc.).
Water Protection, Conservation and Usage
Family, Consumer and Social Sciences (includes Foods & Nutrition, Foods Preservation and Safety, Breads, Childcare, Design & Construction, Safety, Consumer Education, Health & Fitness, Personal Development, STEM, Civic Engagement, Leadership, Government and Community Service).
Communication & Expressive/Visual Arts and ALL other topics (includes Photography, Film Making, verbal/non-verbal communications, Recreation, Arts/Crafts, Performing Arts, Recycling, 4-H Promotion, any STEM topic that does not fit in another category, etc.).

Preparation of Speeches/Illustrated Presentation/Demonstration

- Resources: [Communication and Expressive Arts Curriculum | Oklahoma State University (okstate.edu)](okstate.edu)

- Special equipment will not be provided. Each member will be responsible for providing his/her own equipment. (I.e. Easel, extension cords, props, audio-visual devices, spoons, trays, tablecloth, etc.) A computer with PowerPoint installed will be provided for Digital Presentations.

- Participants in the Digital Presentation category should bring at least 2 printed copies of their presentation/slides to give to the judges as a backup if technology fails.

- No Firearms or Live Animals are permitted.
- Note cards may be used but should be used sparingly. Participants using note cards can be penalized up to 10 points.
- Participants may be asked questions about the information presented.
- Participants may present up to 2 presentations. The presentations must be on different subject matters. You may not use the same presentation in 2 categories (example: How to make a Pillowcase as a Digital Presentation and How to make a Pillowcase as an Illustrated Presentation)

Evaluation of Public Speaking Presentation

JUDGING & FEEDBACK:
- In most cases there will be two judges.
- Judges will be asked to provide constructive comments to each participant. A copy of the score sheet will be sent to the county extension office after the event.

West District Contest Score Sheet

Grade Division: ___ Jr. (3rd-5th)   ___Intermediate (6th – 8th)   ___ Sr. (9th – 12th)

Category: ___ Animal Science   ___ Plant, Natural & Mechanical Science
                     ___ Water Protection, Conservation & Usage   ___ Family, Consumer & Social Sciences
                     ___ Communication & Expressive Arts/Visual Arts & All other Topics

Name: _____County *(print)* _____

Teammate: _____

Title/Topic *(print)* _____

	Points	Constructive Comments
SPEAKER(S) DELIVERY: • Delivery (smooth, appropriate speed) • Appearance (neat, appropriate) • Voice (clear, fluent, control of voice fluctuation, pronunciation, articulation, projection) • Poise and Posture (cheerful, confident, and erect) • Eye Contact • Appropriate gestures, body language • Natural and Comfortable presentation, not forced or sounding memorized/staged	possible points (25)	
PRESENTATION STRUCTURE • **Introduction** (short, complete, interesting) • **Body** (organization of material, logical sequence, building upon ideas or concepts) • **Conclusion** (adequate and effective) • Overall General Effect of Presentation Structure • Capture and Maintain Audience Interest • Proper Use of Visual Aids and Equipment – well managed, neat workspace • Visuals aids "communicate" and "enrich" Main Idea(s)/Concepts • Visual Aids – well designed, appropriate grammar, punctuation, spelling)	possible points (50)	
SUBJECT MATTER: • Originality • Speaker's Understanding of Subject Matter • Suitability of Topic (specific) • Information (accurate, up-to-date, complete)	possible points (25)	
Check Danish-Award based on Points: ☐ **Blue** (Outstanding, 100-90 points) ☐ **Red** (Good-Satisfactory, 89-75 points) ☐ **White** (Satisfactory – Needs Improvement, 74 points or less)	Total Points _____	

Placing: ☐ First Place   ☐ Second Place   ☐ Third Place

Judges Signature: _____