



Washington County 4-H Communication and Arts Festival

Demonstration Tip Sheet

What is a demonstration? Think of a demonstration or illustrated talk as a “show and tell” opportunity, and not necessarily “polished” or elaborate.

Steps for planning a demonstration:

1. Select a Topic – What do you like to do? We all do best those things we like to do. Start there.
2. Research the Demonstration – Find out as much as possible about your topic and document your sources.
3. Get it together – Your presentation should have an **Introduction** (grabs the interest of the audience), **Body** (demonstrate or show what you came to do), **Conclusion** (urge the audience to find out more or try it themselves), **Questions** (ask for questions and be prepared to provide well researched answers).
4. Practice, practice, practice – Practice should include using visual aids, answering questions, meeting time limits.

Don’t memorize your presentation word for word. If you outline the beginning, main points, and ending - it will help you to know the subject better and to cope better with unplanned happenings. So what if the same words aren’t used each time if the idea is there.

Choose effective visuals. A visual should only be used if:

1. It can be seen easily by your audience
2. It improves and compliments the presentation
3. It is easy to use and doesn’t cause you frustration

Check to see that time limits are observed. Practice, practice, practice.

Anticipate questions that may be asked. Answer questions clearly, but don’t be afraid to admit it if you don’t know the answer.

Look for various opportunities to give your demonstration. Some suggestions include club meetings, project meetings, classes at school, and other civic group meetings.

Final Touches:

1. Wear clothing that is comfortable, but neat and conservative. Keep the focus on your demonstration, not on what you are wearing.
2. Speak loudly enough to be heard and use proper grammar. Smile!
3. Clean up after your demonstration. Bring something to collect your trash and a wet cloth to wipe up any spills.