4-H Demonstration or Illustrated Talk Outline Planning Form

Subject Matter or Topic: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Short Title: _____________________________________________________________________

Introduction (10%) is an attention grabber. Ask a question, show a unique object or picture, tell a startling fact, make a challenging statement, tell a short story or show a finished product. __________________________________________
____________________________________________________________________________
____________________________________________________________________________

Body (80%) includes the most important information. Follow the steps below:
A. Do:
List step or procedure #1. _________________________________________________________
List step or procedure #2. _________________________________________________________
List step or procedure #3. _________________________________________________________
List step or procedure #4. _________________________________________________________
List step or procedure #5. _________________________________________________________

B. Say:
One, two or three sentences for step #1. _____________________________________________
____________________________________________________________________________
One, two or three sentences for step #2. _____________________________________________
____________________________________________________________________________
One, two or three sentences for step #3. _____________________________________________
____________________________________________________________________________
One, two or three sentences for step #4. _____________________________________________
____________________________________________________________________________
One, two or three sentences for step #5. _____________________________________________
____________________________________________________________________________
C. Equipment and Visuals:
List equipment/visuals needed to do step #1. _____________________________________
List equipment/visuals needed to do step #2. _____________________________________
List equipment/visuals needed to do step #3. _____________________________________
List equipment/visuals needed to do step #4. _____________________________________
List equipment/visuals needed to do step #5. _____________________________________

D. Why:
Tell why you did step 1 this way. ________________________________________
Tell why you did step 2 this way. ________________________________________
Tell why you did step 3 this way. ________________________________________
Tell why you did step 4 this way. ________________________________________
Tell why you did step 5 this way. ________________________________________

Follow this same procedure until you have completed the body of the demonstration or illustrated talk. The number of items listed depends on the type and length of presentation.

Summary/Conclusion (10%) quickly recaps the main points of the presentation.