

# ILLUSTRATED TALK

## An illustrated talk:

- ✓ is talking.
- ✓ is telling how with the aid of visuals.
- ✓ is where you use charts, posters, photos, computer programs, slides, pictures, models, or cut outs.
- ✓ Each presentation should have clearly identifiable sections including an introduction, main body, and conclusion. Speakers are strongly encouraged to relate the presentation to their current 4-H project work or 4-H activities or spark.

## The primary differences between a demonstration and an illustrated talk:

- A demonstration is doing and an illustrated talk is talking.
- A demonstration is showing how to do something while telling how to do it, and an illustrated talk is telling about something or how to do something while showing visuals.
- In a demonstration, the presenter makes or does something and there is a finished product. In an illustrated talk, the presenter uses pre-made charts, posters, photographs, computer programs, slides, pictures, models, and/or cutouts to support the information given.

**Posters and Slides:** A minimum of three posters or slides should be used. More are acceptable and encouraged. If double sided boards are used, they count as two posters. The posters should address the following points:

1. Introduction / Title
2. Information
3. Summary



**Visual Aids:** Visual aids are encouraged. Handing out flyers and samples should not cause a distraction to other presentations. Product labels should be limited to generic names and product names should be covered. The work area and table space used for the presentation should be used to the speaker's best advantage.

**Length:** The presentation can range in length from three minutes for an individual primary presentation to 15 minutes for a senior individual or team presentation. The complexity of the topic and the age of participants should dictate the appropriate length. Exceeding 15 minutes in length does not result in disqualification but will be considered when evaluating the presentation.

**Number of Presenters:** An individual presentation is delivered by one speaker. A team presentation is delivered by up to three speakers. Team members should divide work and speaking parts equally. An uneven distribution of work or speaking parts will impact the evaluation. They are evaluated as a team.

**Questions:** Anyone may ask questions. Evaluators ask questions first. Time for questions may be limited.

**Note Cards:** Speakers may not use notes. Posters and/or visual aids should provide any necessary prompting.

**Attire:** Appropriate attire for the occasion. Costumes may be used.

**Other:** Speakers are strongly encouraged to relate the presentation to their current 4-H project work or 4-H activities or spark. If the speaker is questioned concerning the relation of the presentation to a 4-H activity and the presentation is not based on a 4-H activity, the speaker should connect the presentation to a club, project based 4-H presentation program, or 4-H experience.



# ILLUSTRATED TALK

Date

Location	<input type="checkbox"/> Club/Unit <input type="checkbox"/> County <input type="checkbox"/> Section/Region <input type="checkbox"/> State <input type="checkbox"/> Other				
County	<input type="text"/>		Title	<input type="text"/>	
Member Name	<input type="text"/>		Age	<input type="text"/>	
Member Name	<input type="text"/>		Age	<input type="text"/>	

**A. Technical Requirements: Following the 4-H Presentation Manual Guidelines** Total Possible: 4

Requirement:	Not met (0 points)	Met (1 point)	Points
1. Minimum number of posters (3)?	No	Yes	
2. Length was within 3-15 minutes?	No	Yes	
3. Notes used?	Yes	No	
4. Appearance: Appropriate attire for presentation and speaker is well groomed	No	Yes	

**B. Content: The purpose of the presentation and the information and ideas presented** Total Possible: 8

5. Content was appropriate (suitable) for the presenter's ability	(0 pts) Too basic for ability	(0 pts) Too advanced for ability	(1 pt) Within acceptable margins for ability	
6. Speaker demonstrated knowledge of the content	(0 pts) Lack of knowledge demonstrated		(1 pt) Sufficient knowledge demonstrated	(2 pts) Full knowledge demonstrated
7. Breadth and depth of evidence (references) used in the presentation	(0 pts) No references presented		(1 pt) At least one reference presented	(2 pts) Two or more references presented
8. Responses to questions	(0 pts) Speaker not able to answer questions	(1 pt) Speaker able to partially answer questions	(2 pts) Speaker able to fully answer questions	
9. Purpose of illustrated talk accomplished effectively	(0 pts) No		(1 pt) Yes	

**C. Structure: The framework that organizes the content** Total Possible: 13

10. Introduction: An opening device; personal introduction; states purpose	(0 points) No	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
11. Body: Following steps in logical orders; smooth transitions; maintains interest	(0 points) No	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
12. Conclusion: Includes summary, resources, and asks for questions	(0 points) No	(1 pt) Included one aspect	(2 pts) Included two aspects	(3 pts) Included all aspects	
13. Presentation was well-structured (organized) to help audience understand and remember ideas	(0 pts) Steps not followed in a logical order	(1 pt) Presentation structured adequately	(2 pts) Presentation was highly structured and planned		
14. Presentation gained and held audience interest	(0 pts) Audience interest was not maintained	(1 pt) Interest was held for the majority of the presentation	(2 pts) Interest was held for the entire presentation		

**D. Mechanics of Presenting: How the speaker uses voice and body to present content** Total Possible: 12

15. Verbal: Projection; tone; speech rate; vocal variety	(0 pts) Was not effective to convey content	(1 pt) Sufficient to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional and dynamic use of verbal devices to convey content	
16. Non-verbal: Facial expressions; gestures to reinforce important points	(0 pts) Was not effective to convey content	(1 pt) Sufficient to convey content	(2 pts) Effectively used to convey content	(3 pts) Intentional and dynamic use of non-verbal devices	
17. Work area and visual aids (posters/slides)	(0 pts) Distracting and disorganized	(1 pt) Helpful to convey content	(2 pts) Intentional, organized work area; clear, effective visual aids		
18. Eye contact with the audience	(0 pts) No eye contact	(1 pt) Some eye contact	(2 pts) Sufficient eye contact		
19. Poise and confidence	(0 pts) Speaker did not appear confident	(1 pt) Speaker appeared somewhat poised and confident	(2 pts) Speaker appeared poised and confident		

(Possible 37) Total Score: