

show  
visual  
display  
eye-catching  
information  
supplies  
audience  
handouts  
**DEMONSTRATE**  
necessary  
plan  
idea  
together

# The 4-H Demonstrator

## What is a 4-H Demonstration?

A 4-H demonstration is a chance to show others what you have learned in a project or activity. It's a planned presentation that puts words into action.

A demonstration can be a step-by-step presentation showing how to do something, how to make something or how something works.

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## The Starting Point

The first step in planning your demonstration is to choose a topic you like. Is the topic you have chosen one you enjoy and will enjoy sharing with others?

**As you think about a topic, see if you can answer “yes” to these questions:**

- Are you really interested in the subject?
- Is it practical (considering your time, energy, supplies, money and ability)?
- Will your audience be interested in the information?
- Do you have accurate information about the topic?
- Are you showing only one main idea?
- Will it teach something to your audience?

## Gather Information

After you have decided on a topic, learn as much about the subject as you can. Study your 4-H manuals, magazines, books and credible online resources, and visit with anyone who might know something about your topic. This will help you answer any questions your audience might ask you at the end of your demonstration.

**As you gather information, be certain your material is:**

- Accurate, not biased
- Complete
- Up to date

## Working Out a Plan

**After you have gathered your information, make a written outline for your demonstration and select an interesting title.**

1. List all important steps and processes that you plan to show and demonstrate.
2. Arrange the steps in logical order.
3. Outline the main thoughts or ideas you want to express about each step.
4. List the materials and equipment you need for each step.
5. Plan posters or visuals that will add to the demonstration. Use visuals to help explain or stress a point.

## Putting it All Together

**All demonstrations should be divided into five basic parts:**

1. **Introduction** – This is the “why” of the demonstration.
2. **Body or presentation** – This is the “how” of the demonstration.
3. **Summary** – This is the “what” of the demonstration.
4. **Ask for questions**
5. **Closing statement**



## Introduction: Why This is Important

**The introduction is used to capture the audience’s attention. It is your interest-getter, which includes a catchy title.**

- The title you choose should give a hint about your demonstration, not tell the whole story.
- The introduction should make the audience think your topic is important, practical and worthwhile.
- The introduction should be brief (two to three sentences) and lead into the body of your demonstration.
- Think of a way to begin your introduction that isn’t a question.
- Do not introduce yourself if someone in charge of the meeting/event has already done so.

## Body or Presentation: How the Job is Done

**This is the “show and tell” part of the demonstration. It should focus on one central idea.**

- Show and explain all the necessary steps.
- As you discuss each step, tell what you are doing, how you are doing it and why you are using this method.
- Do not memorize your presentation word for word.
- Avoid using personal terms such as “I,” “my” and “you”. For example, say “add the salt and beat well” rather than “you add the salt and beat well.”

- As you show each step, be certain the audience can see what you are doing.
- Avoid leaving materials you're not going to use around your work area.
- You can arrange equipment and supplies neatly on trays.
- Have all equipment in good working condition.
- Be certain to use good safety habits when handling any supplies or equipment.
- Make sure your audience can see how you use your equipment and supplies (tilt your clear bowls or hold equipment or materials so everyone can see).

## Summary: What You Did

**The summary includes a brief review of the important points of the demonstration.**

- Review what you feel the audience should remember.
- Show the finished product to the audience.
- Make handouts of items such as rations, plans, instructions or recipes available to your audience.
- Ask the audience for questions.
- Your answers will help clarify points the audience doesn't clearly understand.
- If you do not know the answer, admit it.

## Visual Aids

You may want to use visual aids to help your audience better understand your presentation. Visual aids may include pictures, charts, posters, flannel boards or models.

Although they are not essential for a demonstration, they can help tie your ideas together and give your audience a quick review.

You do not need charts on instructions, procedures or equipment because the audience will see these during the presentation.



## Visual aids should:

- Be easy to read
- Be neat and clean
- Have lettering large and dark enough for the audience to see (check by standing back about 20 feet from your visuals and determine if they are easy to read)
- Be eye-catching but not elaborate
- Not look crowded
- Include only one idea
- Be displayed only when you are talking about that idea
- Be sturdy and self-standing

## Helpful Hints

- Use trays to hold supplies and equipment. A technique that often is used is to place a tray with supplies and equipment at one side of the table. Then place an empty tray on the other side. After you use the equipment or supplies, place the items on the empty tray.
- Arrange equipment or supplies you won't need immediately on a second table beside or behind the demonstration table.
- Label containers for supplies so the audience can read the labels.
- Trays will look neater if all ingredients or samples are in similar containers.
- Have extra items (ex., eggs) in case of breakage.
- Attach a list of materials to each tray to prevent you from forgetting any items.
- Keep a hand towel or paper towels handy.
- Choose neat and clean clothes that are suitable and appropriate for your presentation.
- All members participating in the North Dakota 4-H Communication Arts MPU/District events will be neatly dressed and must wear a solid colored white, yellow, gray or green shirt/blouse with the 4-H emblem prominently displayed and securely fastened on the front. It is recommended that participants wear dark jeans/slacks/skirts.
- Unless you are demonstrating "how to measure" or "how to cut" something, make sure that all ingredients are premeasured and precut prior to your demonstration. Open all containers prior to your demonstration to prevent delays or accidents.

# Demonstration Checklist

## ■ Demonstration Parts

### 1. Introduction

- Attention-getter
- One idea or theme
- Preview of main ideas

### 2. Body

- Accurate
- Up to date
- Complete
- Logical order
- Age appropriate

### 3. Conclusion

- Summary

### 4. Ask for questions

### 5. Closing statement/clincher

## ■ Demonstration Details

1. Did you double-check your supply/equipment list to be sure you have everything?
2. Are your items/equipment organized on your table (tray) and ready to use?
3. Is the table clear in front of the work area for the audience and judges to see all the steps?
4. Are ingredients measured, items cut and containers opened?
5. Do you have a wet cloth or paper towel to clean your hands and/or the table?
6. Is your attire appropriate for your demonstration?
7. Do you have an interesting title?
8. If you have notes, do they give only major points that could help you if needed?
9. Does the introduction catch the audience's attention?
10. Are visual aids easy to read (from 20 feet away)?
11. Do you have a finished product to show the audience?
12. Is the table cleared before the finished product is set out and the summary given?
13. Is the summary a review of the main points, not introducing new information?
14. Does your closing statement complete the demonstration (it might relate back to your catchy introduction)?

Visit North Dakota 4-H on-line at [www.ndsu.edu/4h](http://www.ndsu.edu/4h)

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