



# Kansas 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.

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## Other resources to help you

### 4-H Communication Fact Sheets:

- 4H1105, Kansas 4-H Project Talk Scoresheet
- 4H1104, Kansas 4-H Demonstration and Illustrated Talk Scoresheet
- 4H1103, Kansas 4-H Public Speaking Scoresheet
- 4H978, Kansas 4-H Presentation Overview
- 4H979, Kansas 4-H Project Talks
- 4H980, Kansas 4-H Demonstrations
- 4H982, Kansas 4-H Illustrated Talks
- 4H983, Kansas 4-H Public Speaking
- 4H984, Effective Presentation Tips
- 4H985, Preparing and Using Visual Aids
- 4H986, Presentation Brainstorming Activity

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### Revised by

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