

PUBLIC SPEAKING GUIDELINES

You may present an individual speech or demonstration or a group speech or demonstration.

Age Divisions:	Juniors	8-10 years old
	Intermediate	11-13 years old
	Seniors	14-18 years old

- Only one entry per class
- Props
 - Props may be used if they do not detract from the presentation and set up time is kept to a minimum.
- Sign up for a time to present your speech as soon as you arrive.
- Public Speaking Exhibitors are judged on:
 - Appearance
 - Should be neat
 - Preparedness
 - Was sufficient practice done
 - Poise
 - Look at your audience
 - Speak clearly
 - Stand Erect
 - Smile!
 - Presentation
 - Talk directly to your audience
 - Make frequent eye contact
 - Avoid stumbling over words
 - Act and look like you are enjoying yourself
 - Know your subject – Convince your audience that you are an expert in your topic being covered
 - Keep notes available if this will help with the flow of your talk
 - Goofs do happen - go right on with the demonstration - in some instances the audience never knows that there was an error. If necessary, explain what happened.
 - Content
 - Your speech should consist of an introduction, body, and summary.
 - Research your subject well so that you have sound information
 - Personal experiences relating to the subject encourage believability
 - Confine your speech to one main idea or theme.
 - Be concise with your information. -DO NOT make your speech too lengthy or you will loose the audience's attention
 - Appropriateness of props

WHAT MAKES A GOOD DEMONSTRATION?

I. INTRODUCTION

A friendly greeting

- Introduction that - - - catches attention
 - - - arouses curiosity and interest
 - - - is closely related to subject

II. KEY PROBLEMS AND THEIR HELPERS

- A. Plan steps carefully - - - with Key Point Outline
 Key Problems are the "sore spots" a demonstrator will find troublesome or hard to do.
 Key Helpers are "what you do" to make a method clear.
 Find two or three for each Key Point Problem.

B. Suprise your audience with something new (a fact, or method).

- C. Tell what you are going to do.
Show what you are going to do.
Do it! Make a summary statement after each Key point.

III. CONCLUSION

- Make it snappy and to-the-point!
 Review and summarize.
 Identify your sources of information.
 Distribute any "handout materials"
 Ask for questions from audience.
 Thank audience.

GOOD DEMONSTRATION HABITS

I. PROPERTIES

- A. Prepare a complete list of everything you will need to give your demonstration.
 Example: A food demonstration would include: trays for supplies and utensils, wax paper, apron, damp dish cloth, hand towel, etc.
- B. Have everything needed collected together and ready.

II. GETTING READY FOR YOUR DEMONSTRATION

- A. Arrange all properties in order of use!
- B. When needed - - - start "time consuming portions" of your demonstration ahead of time.
 Example: Demonstrator making bread, will have one already baked loaf to show.

(over)

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