

PUBLIC SPEAKING GUIDELINES

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

Age Divisions: Juniors 8-11 years old
 Intermediate 12-14 years old
 Seniors 15 years and older.

- 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
 1. Appearance
 Should be neat
 2. Preparedness
 Was sufficient practice done
 3. Poise
 Look at your audience
 Speak clearly
 Stand Erect
 Smile!
 4. 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.
 5. 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 lose the audience's attention.

WHAT MAKES A GOOD DEMONSTRATION

1. INTRODUCTION

A friendly greeting

Introduction that catches attention, peaks curiosity and interest and is closely related to subject.

2. KEY PROBLEMS AND THEIR HELPERS

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.

Surprise your audience with something new (a fact or method)

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

3. 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

1. PROPERTIES

- 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.
- Have everything needed collected together and ready.

2. GETTING READY FOR YOUR DEMONSTRATION

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