

Oklahoma County 4-H Communications & Science Fair Contest

Monday Dec. 1, 2014

Check In 6:00-6:30 p.m.

Location: *Dove Science Academy*

4901 N. Lincoln Blvd., Oklahoma City, OK

Register by Monday, Nov. 24th

GENERAL GUIDELINES

1. All participants must be active 4-H members, pre-register and check in no later than 6:30 pm.
2. Different presentations are required from participants who are competing in multiple categories.
3. One entry form per speech category is required.
4. Speech Categories are: Public Speaking, Illustrated Presentation, and Power Point Presentation
5. 4-H age is based on age as of Jan. 1, 2014
6. AGE DIVISIONS AND PRESENTATION LENGTH:
Cloverbud: Ages 5-8 (2-5 minutes) Presentation is equivalent to Show-n-Tell. May use posters, props, etc.
Beginning: Ages 9-11 (3-5 minutes for speech & PowerPoint; 3-10 minutes for Illustrated Presentation)
Intermediate: Ages 12-14 (5-7 minutes for speech & PowerPoint; 5-12 minutes for Illustrated Presentations)
Senior: Ages 15 & over (5-7 minutes for speech & PowerPoint; 5-12 minutes for Illustrated Presentations)
7. SCIENCE FAIR DIVISIONS will be divided into the following grades 3, 4, 5, 6, 7-8, 9-10 & 11-12 grades.
(3rd graders must also be 9 years of age to be an official 4-H member eligible for competitive contest.)
8. Ribbons are given at the speech contest.

Public Speaking Guidelines

1. Talks are given without posters, illustrations or props of any kind.

Illustrated Presentations Guidelines

1. Illustrated Presentations include demonstrations and illustrated talks. Props must be used to qualify for this event. (Posters, illustrations, audio visual equipment and/or other props.)
2. PowerPoint presentations may **not** be entered in non-PowerPoint categories. Special contest guidelines and categories have been developed for all PowerPoint presentations.
3. Easels will be available in each room.
4. Teams and individuals will compete for the same awards. Team presentations may be given in this category only. **A team consists of two (2) 4-H members.** Enter in the age division of the oldest participant.
5. A 5-point penalty will be imposed for each full minute over or under the time limit.

6. **Foods and Nutrition (includes Dairy Foods, Breads, Preservation, Nutrition, Health, and Food Safety) Illustrated Presentations:** All 4-H'ers giving these presentations must bring all needed equipment with them, whether it is a small spoon or a large tray. Table coverings are required with food and other messy presentations. Clean up supplies will be needed to wipe down tables at the conclusion of food presentations. The room must be shared with others -- flexibility, cooperation, and a helping hand attitude is expected of all delegates. Kitchen will not be available for advance preparation. Keep this in mind when selecting topics for presentations.
7. Firearms used in presentations must be kept in cases and checked in with Extension Educators immediately upon arriving on campus.
8. The use of live animals is discouraged but if live animals will be used, the contestant must make arrangements to have the animal housed out of the classroom until the time of the presentation.

PowerPoint Presentation Guidelines

The objective of the PowerPoint presentation contest is for 4-H members to demonstrate the skills necessary to develop and present a PowerPoint presentation in a professional manner.

4-H members who participate in this contest should develop and demonstrate public speaking skills using a PowerPoint presentation as an illustration to add emphasis to their presentation. The PowerPoint program is not meant to be the members' presentation; it is designed to add dimension and illustration to the members' public speaking presentation. 4-H members are expected to design and create their own PowerPoint presentation.

1. Presentation should be on a memory stick or CD. (*Memory Stick is Suggested.*) No Zip™ disk or zipped files should be used as it may not be compatible with our software.
2. Participants should bring two copies of their presentation as a handout with six slides per page. These handouts will be for the contest judge's benefit (especially, in case of equipment **compatibility problems**).
3. Presentation must have been created by the contestant.
4. Participants will be expected to load and run their own presentation.
5. ***No teams. Individual presentations only.***
6. A computer, projector, and smart board will be provided for this contest.

Science Fair Exhibits

- Science Fair Exhibits will begin presenting to judges at 4:30 p.m. with Dove Science Academy students.
- There science fair divisions will be divided by grades 3, 4, 5, 6, 7-8, 9-10 & 11-12 grades. (3rd graders must also be 9 years of age to be an official 4-H member eligible for competitive contest.)

2014 Oklahoma County

Communication/Speech Entry Form

*Note: Use separate entry form is needed for each presentation entered.

Return Entries by **Monday Nov. 24th** to: Email: **cynthia.klumpp@okstate.edu**

Mail: OSU Extension Center – 4-H or Fax: 947-1199
930 North Portland
Okla. City, OK 73107

Check One:

- ☐ Public Speaking ☐ Illustrated Presentation ☐ Team Illustrated Presentation
☐ Power Point Presentation ☐ Science Fair

Name _____

4-H Club _____

Team Member: _____

4-H Club _____

Circle your age on Jan. 1, 2014: 9-11 12-14 15-19 Grade In School: _____

Circle team member age, as of Jan. 1, 2014: 9-11 12-14 15-19 Grade In School: _____

Note: Team Presentations - age division will be determined by oldest team member

Note: Teams of two allowed in Illustrated Presentations Only

Address: _____
City _____ ZIP _____

Daytime Phone: _____ Email: _____

Speech/Presentation Title: _____

Do you need any *audio visual equipment*? Yes No

If yes, what equipment? _____overhead projector, Other: _____specify

NOTE: Arrangements to use any of the equipment listed above must be made in advance of the contest.

Cloverbud Entry Form

Ages 5-8 as of Jan. 1, 2014

4-H Public Speaking and Illustrated Presentations Contest

Participants must check in at Registration by 6:30 pm the day of the contest.

Circle One: Public Speaking Illustrated Presentation

Name _____ Age: _____ as of Jan 1, 2014

Address: _____ City _____ ZIP _____

Email: _____ Daytime Phone: _____

Title of Speech _____

Cloverbud speeches are equivalent to a show and tell.

Helpful Hints for 4-H Public Speaking*

The most effective speech is one that presents most clearly and impressively what the speaker has in mind. It is a learning experience for the audience. It helps the speaker put into words and actions what he believes, helps him think on his feet and gives him confidence from experience in effectively reaching an audience.

Speeches may be a variety of lengths and types. 4-Hers who want to excel in speech should begin as young as possible and speak as often as possible. Nothing takes the place of experience and practice. Dive in and learn by doing!!

Selecting a topic. A topic is the first hurdle after deciding to give a talk. The first rule is to select something that interests you. A subject that is interesting to you and currently important to society is a good one.

The topic should not be too large or general. Narrow it down to something you can cover in the amount of time you have to speak.

Gathering material. After choosing and narrowing your topic. Gather material. Books on the topic, general quotation books and speaker's handbooks are good. A speech is not a report. It consists of information found in resources but it is put together by you and shares your feelings on the subject. Make a speech personal by relating your experiences, suggestions, or perhaps survey or interview results.

Choosing a method of delivery. After gathering material, you must choose a method of delivery. Writing a speech and reading it is the very least effective method. Memorizing a written speech can be dangerous.

The most satisfactory method is to outline areas to cover, learn the sequence of ideas and speak extemporaneously. This method works with a memorized presentation by giving the introduction and conclusion word-for-word but expressing the body of the presentation in an extemporaneous manner. Even the written-and-read method is acceptable if used only for a long quotation or to give statistics which must be exactly correct. A good delivery should be spontaneous and natural, as if the speaker is talking on a subject he knows very well.

Building a speech around a quote, poem or creative idea gives the presentation unity. This "theme" will help listeners or judges remember your speech and will give it personality.

Preparing the speech. Speeches should have three parts: introduction, body, conclusion. The introduction gets the attention of the audience and tells the scope or what you hope to show or accomplish. Begin with a question so the audience becomes involved by thinking of an answer or say something that makes a difference or paint a verbal picture of a situation. Be original. Hook the audience so they simply cannot turn you off! Then let them know the direction your heading and what you hope to accomplish. Speeches can inform, entertain or move people to act.

Body. The body of a presentation explores the topic and covers three or four main points. Group thoughts around only a few main points so when you're finished the audience can recall the points made.

Conclusion. The conclusion of a presentation may be a summary of points made or a reminder of what you started out to prove. Go back to the quote or idea you started with and express it again in a memorable way.

Delivering the speech. After writing the presentation, give attention to its delivery. A great deal of practice is necessary if you do an effective job. Be sure to time and revise your presentation if there are time limitations to follow. Practice before a mirror reveals flaws in appearance and delivery.

Notes. Use note cards if they help you give a better speech. The knowledge you have close at hand may give you the extra confidence you need. Don't feel like you have to use note cards just because you have them. It might be best to use 3 X 5 or 5 X 7 cards if you choose to use notes. Cards don't rattle like paper. So don't worry about cards being noisy if you shake or move them. Use a few small cards. Don't write the entire speech on them, just your main ideas and key words. Hold the cards in your hands or put them on the speaker's stand. Use notes if needed, just don't attempt to hide notes from the audience. Remind yourself that you know your subject and are somewhat of an authority.

Stage fright. A lot is said about control of stage fright. Only trial and error will tell you what works best for you. Remember, though, a little nervousness is a good thing. It indicates that you care and are concerned. It can help you do your best.

To avoid undue nervousness, some find it helpful to breathe deeply a few times several minutes before speaking. Tensing muscles and then relaxing them sometimes helps. The knowledge that you are well prepared is perhaps the best insurance against stage fright.

Beginning. Be sure to greet your audience with a smile and confidence. Take your time. Make sure to establish eye contact and be comfortable before you begin. Your posture is important. Stand away from obstacles. Speakers stands can encourage bad posture and provide a chance to "hide" from the audience. Your hands belong at your sides. Your feet should be far enough apart to give a good, solid foundation.

Gesturing. Standing several minutes in one position is tiresome to the speaker and to the audience. As you begin a new section or point in your presentation, step forward or to the side to provide a release or relaxation for you and your listener. Don't pace, but change positions several times.

In ordinary conversation, we convey meaning with our movements as well as with our words. We "talk" with our hands." Do likewise in a presentation. Gestures should reinforce what you are saying and should be a natural outgrowth of your thoughts. Don't use just an arm or hand. To do so may make your movements puppet-like. Use the whole body to emphasize your points: a raised finger to call attention, a shrug to show indifference, a fist to emphasize strong feeling--each entered into with the whole body. Don't forget that the face is the most important organ of gesturing. Use your smile, your eyes, and your eyebrows to convey the thought.

Appearance. All of the above information is wasted if your appearance and grooming is distracting to the point that the listener misses everything you say. Conservative and becoming appearance will help you rate higher with judges. Don't neglect these obvious areas.

There is no easy way to become an effective speaker. It is hard work.
The rewards from learning to speak on your feet are great.
The accomplished speaker has a skill that will pay dividends for a lifetime.

Summary

DO

- + Show confidence.
- + Look at audience.
- + Change positions--to relax audience & self.
- + Use appropriate gestures.
- + Appear relaxed.
- + Change quality & pitch of voice as appropriate.
- + Be a good listener.

Don't

- + Be cocky.
- + Stare out window or at ceiling.
- + "Play" with hands, notes, ring, etc.
- + Let appearance or grooming detract.

*Adapted from 4-H Members Guide, "Helpful Hints for 4-H Talks."

4-H Public Speaking Judging Criteria:

Subject - 20% (Includes—appropriate, interesting, up-to-date, accurate, originality, knowledge, sources cited.)

Organization - 20% (Includes—order and preparation.)

Delivery or Presentation - 40% (Includes—points deducted for use of notes , voice, pace, No visuals or props allowed, summary, questions.)

Personal Appearance - 10% (Includes—posture, confidence, eye contact, neatness, appropriateness, grooming.)

Time - 10% (Starts when 4-H'er begins speaking. Participants should stay within time range for age level. 10 points will be deducted for going over or under the time limit. A one minute warning will be given. Room monitor will stand when time is up.)

4-H Illustrated Presentations Judging Criteria:

Subject - 20% (Includes—appropriate, interesting, up-to-date, accurate, originality, knowledge, sources cited.)

Organization - 20% (Includes—order and preparation.)

Delivery or Presentation - 40% (Includes—points deducted for use of notes, voice, pace, Effectiveness of any visuals or props, summary, questions. Includes posters, visuals and/or props)

Personal Appearance - 10% (Includes—posture, confidence, eye contact, neatness, appropriateness, grooming.)

Time - 10% (Starts when 4-H'er begins speaking. Participants should stay within time range for age level. 10 points will be deducted for going over or under the time limit. A one minute warning will be given. Room monitor will stand when time is up.)

SAMPLE SCORESHEET

- ☐ Beginning 9 to 11 yrs. ☐ Public Speaking Individual – Time: 9-11 (3-5 minutes) 12-19 (5-7 minutes)
- ☐ Intermediate 12-14 yrs. ☐ Illustrated Presentation Individual ☐ Team (Illustrated Presentation Only)
Time: 9-11 (3-10 minutes) 12-19 (5-12 minutes)
- ☐ Advanced 15-19 yrs. ☐ PowerPoint Presentation Individual 9-11 (3-5 minutes) 12-19 (5-7 minutes)

Name (*print*) _____ County (*print*) _____

Title/Topic (*print*) _____
(Topic should provide information that would be useful in subdividing large categories or combining small ones.)

Name of partner (*team presentations only*) _____

SPEAKER: possible points (25) _____

Appearance (neat, appropriate)
Voice (clear, fluent, voice control, pronunciation, articulation, projection)
Poise and Posture (cheerful, confident, and erect)
Eye Contact
Comments:

PRESENTATION: possible points (50) _____

Introduction (short, complete, interesting)
Organization of Material
Delivery (smooth, appropriate speed, voice variations)
Conclusion (adequate and effective)
General Effect of Presentation
Interest to Audience
FOR ILLUSTRATED PRESENTATIONS & POWERPOINT:
Proper Use of Visual Aids and Equipment
Use of Appropriate Materials to “Show” Main Idea
FOR ILLUSTRATED PRESENTATIONS ONLY:
Props (well managed, neat work space)
Comments:

SUBJECT MATTER: possible points (25) _____

Originality
Speaker’s Understanding of Subject Matter
Suitability of Topic (specific)
Information (accurate, up-to-date, complete)
Comments:

Time Limit: Speeches, 5-7 min; Illustrated Presentations, 5-12 min., PowerPoint Presentations, 5-7 min.

Penalty: 5 pts. for each full minute over or under the time limit.

Total points _____

NOTE TO JUDGES:

Please circle the ribbon color and rank the top three in the contest. Upon completion, give the top copy of each score sheet to the supervising adult who will take them to the contest headquarters.

Circle one: **Blue** **Red** **White** Placing if one of top three _____

Judges Signature: _____