

PRESENTATION SKILLS - Public Speaking

Public speaking has many purposes, but our category includes just speeches to inform and speeches to persuade. An informative speech attempts to educate the audience on a certain topic or issue. The speaker should establish some relevance of the information to himself/herself and the audience. A persuasive speech seeks to motivate the listeners to DO something about an issue. Persuasion appeals more to the emotions, information more to the intellect.

The two varieties are judged together, and one is not preferred over the other. The speaker will be judged on effectiveness and skill in speaking delivering.

Specific Guidelines

- ✧ Speeches should be five to ten minutes long
- ✧ Speeches must be original (written by the speaker)
- ✧ Speeches may be informative or persuasive (see above)
- ✧ Both content and delivery are important. The speech should show research, thought and planning, as well as polish in performance.
- ✧ Topics can be of international, national, state, local, community, or personal interest
- ✧ The use of note cards is suggested but not required. Sheets of paper for notes are not recommended, but will not be judged down.
- ✧ At least one chart or poster is recommended, especially for an informative speech. It should be neat and easy to read from the audience.
- ✧ The speech should follow a general plan from introduction, through body, to conclusion
- ✧ Speeches should NOT be read to the audience, and should be judged down if they are

Preparing for the Presentation

- ✧ Be familiar with this information sheet, the scoresheet and the Fairbook section before you plan your speech
- ✧ Start early and practice, practice, practice!

Score Sheet-Ingham County 4-H

Public Speaking/Individual Presentation/Group Presentation

Name _____

Age 9-12

13-Up

Title/Topic _____

	Possible points	Points earned	excellent	good	fair
Introduction (attention and focus)	10				
Body: Well organized	10				
Good information	5				
Appropriateness of material	5				
Eye contact	10				
Vocal expression/variety	10				
Pace/pauses	10				
Movement	5				
Gestures	5				
Use of language	10				
Enunciation (speaking clearly)	10				
Appearance of speaker	5				
Overall polish	5				

Other Positive comments: