

28 December 2007

Dear Leaders and members:

It's time for our PUBLIC PRESENTATION DAY!! Members, public speaking is a valuable skill that will help you gain self confidence for now and the rest of your life. I hope that you are planning to participate Leaders; it takes a lot of courage to speak before a group. Please help your members with your enthusiastic support and encouragement. Schedule practice time during club meetings.

Here is this year's information. Please read everything carefully.

1. We have two sites. Directions to both places are enclosed.
 - Saturday, January 26, 2008, 8:15 am–12 noon at the Wilton Presbyterian Church and
 - Saturday February 2, 2008 at the New Haven Extension Center from 1-4:30pm.Seniors wishing to represent their county in the State Public Speaking Contest must present at their home County site. -To be considered a candidate from Fairfield County, you must attend the Wilton site. To be considered a candidate from New Haven County, you must attend the New Haven site.
2. Power Point presentations are now considered a visual presentation and are available at both sites. Please read the information under PUBLIC SPEAKING DIVISIONS for specific registration info if you are doing a Power Point presentation. See www.fairfieldcounty4h.org for a factsheet on Power Point presentations.
3. Enclosed are the following:
 - 4-H Public Presentation Registration Form, due January 22, 2008 for both sites
 - 4-H Public Presentation Evaluation form for Demonstrations, Illustrated Talks or Speeches due January 22, 2008
 - 4-H Public Presentation Evaluation form for Team Demonstrations - due January 22, 2008
 - Public Speaking Program information
 - Educational Materials on effective Public Speaking and Power Point Presentations
 - Directions to each site
4. A senior youth will be selected from each county (New Haven and Fairfield) to represent that county at the State Public Speaking contest. To be eligible for consideration for the state contest, seniors (any youth 13 years old as of January 1, 2008) must present their speech or visual presentation in a specified room during the county contest that is an individual presentation, lasting 5-8 minutes. (These are the State Guidelines).

STATE 4-H PUBLIC PRESENTATION CONTEST

Starting last year, the State 4-H Public Presentation Contest at the State 4-H Day (April 12 in West Hartford) was expanded to include the **additional category of "visual presentation"**. Each county may send one senior (age 13-18 as of 1/1/08) finalist in the speech category (using note cards only) and one senior finalist in the visual presentation category. **Visual presentations may be a demonstration (one person, not a team), illustrated talk or Power Point presentation.** All presentations and speeches must be done individually and last 5-8 minutes.

COUNTY PROGRAM INFORMATION for both sites

Participation in Public Speaking is a requirement for those wishing to be a Super 4-Her. ALL FORMS are due January 22, 2008. Mail, email or fax to Ede Valiquette, 67 Stony Hill Road, Bethel, CT 06801, fax-203-207-3273, or edith.valiquette@uconn.edu. Questions? - edith.valiquette@uconn.edu, or 203-207-3264.

Unless indicated (seniors trying for State Contest) your presentation should be from two- 8 minutes. The length of the presentation will depend upon the age and experience of the 4-Her and the topic being presented. You should plan for the audience to see your visuals from a distance of at least 20 feet.

PUBLIC SPEAKING AGE DIVISIONS

Seniors- any youth 13 years old or older as of January 1, 2008

Juniors- any youth 12 years old or younger as of January 1, 2008

Clovers- any youth 7 or 8 years old as of January 1, 2008

PUBLIC SPEAKING DIVISIONS

Speeches- note cards only – involves telling about something of interest to you without the use of visual aids.

The speech can be informative or argumentative.

Visual Presentations

Demonstration – involves doing something (making, creating, finishing, etc) while telling about what you are doing. This is usually the easiest type of presentation. First time participants are encouraged to do a demonstration

Illustrated Talk – involves telling about something while using an illustration such as a diagram, chart, model, or picture

Power Point - A demonstration or illustrated talk that uses computer technology. For Power Point presentations a screen, laptop, and LCD projector are provided. All presentations must be emailed to Ede (edith.valiquette@uconn.edu), by the close of business on Tuesday, January 22, 2008, so that presentations can be loaded onto the laptop. Power point presentations must be PC compatible. Power Point presentations will not be accepted after the due date. Remember to have an alternate plan for your presentation in case the technology fails.

Team Demonstrations are available for any age group. A team is TWO people. Both participants must have an equal role in the presentation.

REGISTRATION

Everyone must pre-register for this event. You cannot register the day of the event. Participants will register for a specific time (see info on individual sites for times). You must arrive 15 minutes before your designated time. As a courtesy to speakers, everyone must remain in the room until the time slot is over.

To register for the contest- regardless of the site- ALL FORMS are due January 22, 2008. Mail, email or fax to Ede Valiquette, 67 Stony Hill Road, Bethel, CT 06801, fax-203-207-3273, or edith.valiquette@uconn.edu. Questions? - edith.valiquette@uconn.edu, or 203-207-3264. The registration packet is **due January 22, 2008** and consists of:

- 4-H Public Presentation Evaluation Form – either team demo or Demonstrations, Illustrated Talks or Speeches

- 4-H Public Presentation Registration Form
- Electronic version of Power Point presentation by close of business on Tuesday, January 22, 2008. (see more info about Power Point presentations in Public Speaking Divisions –Power Point)

You will be scheduled to speak in your 1st choice time slot unless you are otherwise notified. Please complete the evaluation form and return it by January 22, 2008 with your registration form.

EVALUATION

Youth 9 – 19 years old will be judged on the Danish System – that is participants are evaluated and placed in groups of achievement: Excellent; Very Good; Good; Worthy. All youth will receive their evaluations with comments at the end of their presentation.

Youth 7 and 8 years old will receive an evaluation and comments from the judge. They will also be given a special “Super Speaker” rosette ribbon for their efforts.

FAIRFIELD COUNTY SITE- Jan 26

Registration information – program is from 8:30 a.m. to 12 noon. Participants will register for a specific time. You must arrive 15 minutes before your designated time. **As a courtesy to speakers everyone must remain in the room until the time slot is over.**

TIME SLOT	ARRIVE TO FINALIZE REGISTRATION
8:30 – 9:30 a.m.	8:15 a.m.
9:45 – 10:45 a.m.	9:30 a.m.
11 a.m. – 12 noon	10:45 a.m.

YOU MUST REGISTER FOR THIS EVENT BY January 22, 2008. Time slots are filled on a first come first served basis. **You will be scheduled to speak in your 1st choice time slot unless you are otherwise notified.** In case of bad weather call (203) 207-3264 to find out if this program has been postponed.

FAIRFIELD COUNTY HONOR GROUP – the Public Speaking Honor Group is a special recognition group for participants in the 4-H Public Presentation program. Members selected for the Honor Group will be recognized at 4-H Recognition Night.

To be eligible for the Honor Group the following criteria will be considered:

- Participation in the county program in January
- Blue Ribbon placing in January
- Experience in public speaking
- Number of times in Public Speaking Honor Group.

The judges will recommend youth doing a variety demonstrations, talks and speeches.

NEW HAVEN COUNTY SITE – Feb 2

YOU MUST REGISTER FOR THIS EVENT BY January 22, 2008. Time slots are filled on a first come first served basis. **You will be scheduled to speak in your 1st choice time slot unless you are otherwise notified.** In case of bad weather call (203) 207-3264 to find out if this program has been postponed.

Registration information – program is from 1pm-4:30pm. Participants will register for a specific time.

You must arrive 15 minutes before your designated time. **As a courtesy to speakers everyone must remain in the room until the time slot is over.**

TIME SLOT

1pm - 2 pm

2:15pm - 3:15pm

3:30-4:30pm

ARRIVE TO FINALIZE REGISTRATION

12:45pm

2:00pm

3:15pm.

**2008 4-H PUBLIC PRESENTATION DAY
REGISTRATION FORM**

ALL FORMS are due January 22, 2008. Fill out this form COMPLETELY and mail, email or fax to Ede Valiquette, 67 Stony Hill Road, Bethel, CT 06801, fax-203-207-3273, edith.valiquette@uconn.edu.

Please check which site you will be attending and indicate your *first* and *second* choice for times to speak. Please plan to arrive in time for your first choice unless otherwise notified. You must arrive 15 minutes before your presentation time and you must stay for the entire hour.

___ Saturday, January 26, 2008 8:15 am–12 noon at the Wilton Presbyterian Church

___ 8:30 – 9:30 a.m. (arrive by 8:15 a.m.)

___ 9:45 – 10:45 a.m. (arrive by 9:30 a.m.)

___ 11 a.m. – 12 noon (arrive by 10:45 a.m.)

___ Sunday, February 2, 2008 at the New Haven Extension Center from 1-4:30pm.

___ 1:00pm – 2:00pm (arrive by 12:45pm)

___ 2:15pm - 3:15pm (arrive by 2:00pm)

___ 3:30pm - 4:30pm (arrive by 3:15pm)

Fairfield County 4-H member

New Haven County 4-H member

NAME _____ PHONE _____

ADDRESS _____ TOWN _____ ZIP _____

Email _____

Title of Presentation _____

Name of partner if doing a team demonstration _____

Number of years doing Public Presentations _____ Number of times in Honor Group _____

Age as of 1/1/08 _____ 7 & 8 years old 9-12 years old 13 years old and up

4-H Club Name _____

Check all that apply Speech Demonstration Team Demonstration
 Illustrated Talk Power Point

for office use only SCORING

Judge's Score _____

Type of Presentation	
<input type="checkbox"/> 7 & 8 years old	Place Award
<input type="checkbox"/> Demonstration	Sticker Here
<input type="checkbox"/> Speech	

- Team Demonstration
- Illustrated Talk
- Power Point

2008 4-H PUBLIC PRESENTATION EVALUATION FORM
for Demonstrations, Illustrated Talks or Speeches

PLEASE mail, email or fax to Ede Valiquette, 67 Stony Hill Road, Bethel, CT 06801, fax-203-207-3273, edith.valiquette@uconn.edu. Send this form and the PUBLIC PRESENTATION REGISTRATION FORM by January 22, 2008

NAME _____ TOWN _____

Fairfield County 4-H member New Haven County 4-H member

Age as of 1/1/08 _____ clover (7 or 8) Junior (9–12 yrs) Senior (13–19yrs) # of years in 4-H _____

of years in Public Speaking _____ Have you ever been in Public Speaking Honor Group? yes no # of times _____

Title of Presentation _____

	Excellent 5	V. Good 4	Good 3	Worthy 2	Comments
Stage Presence <i>Personal Appearance, Attitude, Personality, Poise/Body Posture Confidence, Ease before audience, Body appropriately still</i>					
Choice of Subject <i>Speaker knows subject, Length of talk adequate to cover subject,</i>					
Organization <i>An obvious introduction, middle and summary Introduction – attracts attention, clearly stated Logically organized, Sufficient information, Conclusion is concise Length of talk adequate to cover subject</i>					
Visual Aids <i>Effective/efficient use, Suitable choice, Proper techniques used, Neat, Clean, Concise, Contribute to the presentation, Easy to read from a distance.</i> NOT APPLICABLE to SPEECHES					

Delivery <i>Voice—quality, grammar, vocabulary, pronunciation, volume, neither too fast/slow Power of Expression—fluency, sincerity, emphasis, directness, communicative ability, appropriate pace, conveyance of thought/meaning, not memorized, eye contact</i>			
General Effect- <i>Extent to which the speech was interesting, understandable, held attention</i>			

**2008 4-H PUBLIC PRESENTATION EVALUATION FORM
for Team Demonstrations.**

PLEASE mail, email or fax to Ede Valiquette, 67 Stony Hill Road, Bethel, CT 06801, fax-203-207-3273, edith.valiquette@uconn.edu. Send this form and the PUBLIC PRESENTATION REGISTRATION FORM by January 22, 2008.

Team member#1 NAME _____ TOWN _____

Age as of 1/1/08 _____

clover (7 or 8) Junior (9–12 yrs) Senior (13–19yrs)

Fairfield County 4-H member New Haven County 4-H member

of years in 4-H _____ # of years in Public Speaking _____ Have you ever been in Public Speaking Honor Group? yes no # of times _____

Team Member #2 NAME _____ TOWN _____

Age as of 1/1/08 _____

clover (7 or 8) Junior (9–12 yrs) Senior (13–19yrs)

Fairfield County 4-H member New Haven County 4-H member

of years in 4-H _____ # of years in Public Speaking _____ Have you ever been in Public Speaking Honor Group? yes no # of times _____

Title of Presentation _____

Demonstration

Illustrated Talk

Power Point

TEAM DEMONSTRATION EVALUATION

	Excellent 5	V. Good 4	Good 3	Worthy 2	Comments
INTRODUCTION Introduction created interest in subject Intro short, clear and to the point					
ORGANIZATION Only one idea demonstrated Audience sees each step Key points for each step stressed Each step shown Materials and equipment neatly arranged and organized Both participants must have an equal role					
VISUAL AIDS Effective/efficient use Suitable choice Proper techniques used Neat, clean, concise					

<p>DELIVERY</p> <p>Voice – quality, grammar, vocabulary, pronunciation, Power of Expression – fluency, sincerity, emphasis, directness, physical delivery Appropriate voice volume</p> <p>Demonstration not memorized-has a natural flow</p> <p>Neat and appropriately dressed Demonstrators speak directly to/looks at audience Appropriate speaking pace- neither too fast or slow Body appropriately still Appropriate Body Posture</p>					
<p>GENERAL EFFECT</p> <p>Speech was interesting, understandable, holds attention</p>					
<p>SUMMARY</p> <p>Short and interesting Key points briefly revised Questions from audience answered easily Properly wrapped up the demonstration</p>					
<p>CONTENT AND ACCURACY</p> <p>Facts and information accurate Enough information presented Credit given to sources, if appropriate Speakers know subject Length of demonstration adequate to cover subject</p>					

DIRECTIONS TO FAIRFIELD COUNTY 4-H PUBLIC SPEAKING PROGRAM
In case of bad weather call (203) 207-3264 to find out if this program has been postponed.

Look for “CLOVER” signs

Directions to:

WEPCO Complex

St. Matthew’s Episcopal Church and Wilton Presbyterian Church,

36 and 48 New Canaan Rd, Wilton, CT 06897

203-761-8730

From Route 7 South:

Remain on Route 7; pass Wilton High School on the right; pass Wilton Center (junction Route 133); pass Our Lady of Fatima Church.

At the light at the Route 106 (Wolfpit Rd) intersection, turn right.

Follow Wolfpit Rd all the way to a 4-way stop (intersection with Belden Hill Rd).

Continue straight through intersection. Wolfpit Rd will become New Canaan Rd.

The Church complex is one tenth of a mile on the right past the stop sign. It is a white brick complex.

From Merritt Parkway Northbound:

Exit 39B Route 7 North Connector

Take connector until it ends at stoplight

Turn left, follow road until it ends at stop sign

Turn right onto Belden Hill Rd and continue to second 4-way stop

Turn left onto New Canaan Rd

White brick complex is one tenth of a mile on right

From Merritt Parkway Southbound:

Exit 41 (Wilton/Westport)

Turn left at light and follow Route 33 North to Wilton

At light where Route 7 North joins Route 33, continue straight to next traffic light

Turn left at this light onto Wolfpit Rd (Route 106)

Follow Wolfpit all the way up to a 4-way stop (Intersection with Belden Hill Rd)

Continue straight through intersection; Wolfpit Rd will become New Canaan Rd

White brick complex is one tenth of a mile on the right

From I-95 North or South:

Exit 15 from either direction puts you on Route 7 North Connector

Take connector until it ends at stoplight

Turn left, follow road until it ends at stop sign

Turn right onto Belden Hill Rd and continue to second 4-way stop

Turn left onto New Canaan Rd

White brick complex is one tenth of a mile on right

Park in large parking lot behind the building

Enter building from courtyard

Do not park on courtyard

White brick complex is in a residential neighborhood and does not have traditional church architecture. Look for tall pine trees and church signs.

BE SURE TO BE ON NEW CANAAN ROAD IN WILTON

**New Haven County Extension Center
305 Skiff Street, North Haven, CT 06473
203-407-3161**

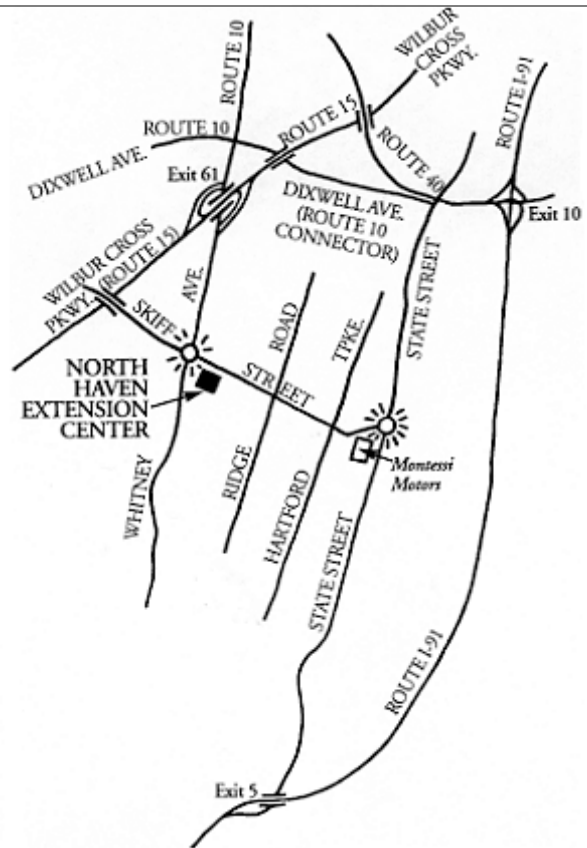
In case of bad weather call (203) 207-3264 to find out if this program has been postponed.

Wilbur Cross Parkway Going South: Take Exit 61, the second exit in the direction of New Haven. Turn right at the end of the ramp onto Whitney Avenue. Travel on Whitney approximately 5/10 of a mile. When you come to the second traffic light, turn left onto Skiff Street. The driveway to the Cooperative Extension Center is immediately on your right..

Wilbur Cross Parkway Going North: Take Exit 61. At the end of the ramp, turn left onto Whitney Avenue. Travel on Whitney approximately 5/10 of a mile. When you come to the second traffic light, turn left onto Skiff Street. The driveway to the Cooperative Extension Center is immediately on your right.

From I-91 Going North: Take Exit 5, State Street. At the end of the ramp, continue straight on State Street. Travel approximately four miles. At the traffic light just past Montessi Motors on the left side of the street, turn left onto Skiff Street. Follow Skiff Street approximately two miles, crossing Hartford Turnpike and Ridge Road. The Cooperative Extension Center and the access to the parking lot will be on your left just before Whitney Avenue.

From I-91 Going South: Take Exit 10 onto the Route 10 connector. Go to the end of the connector and turn left onto Whitney Avenue. Travel on Whitney Avenue approximately two miles. When you come to a traffic light, turn left onto Skiff Street. The driveway to the Cooperative Extension Center is immediately on your right.



THE FIVE “P’s” of PUBLIC PRESENTATIONS