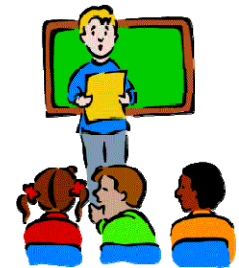




Public Speaking

4th and 5th Grades



WHY AND HOW DO WE LEARN PUBLIC SPEAKING SKILLS?

Learn how to express your thoughts and opinions to a group. Practice new skills for overcoming your fear of speaking! It is important for young people to increase their skills in communications. Learn basic skills and develop good habits early. Great speakers are not born - they are "developed!"

WHAT ABOUT A TOPIC?

Your 4-H speech should encourage others to develop good character. Choose ONE of the 9 character traits of "Character Under Construction" as the topic of your speech. Fifth graders need to include a mention of how 4-H experiences might contribute to your topic.

☺ Respect

☺ Responsibility

☺ Perseverance

☺ Caring

☺ Courage

☺ Citizenship

☺ Trustworthiness

☺ Cooperation

☺ Fairness

HOW ARE SPEECHES RESEARCHED AND ORGANIZED?

RESEARCH: Look up information about your topic in books or on the Internet. Remember that people are great resources, too. Be sure to credit the sources of quotes during your speech.

ORGANIZATION: The purpose of your speech should be to communicate your ideas to your audience. To do this, your speech must be organized so that people can understand what you are telling them. A speech has three main parts: the introduction, body, and conclusion.

INTRODUCTION: The introduction has two main objectives: to gain the attention of the audience and to inform them of the speaker's purpose and subject. Include reasons the audience should be concerned with the topic. To gain attention use one of these ideas:

- ✓ Challenge them with a question.
- ✓ Give a startling statement, but not an offensive one.
- ✓ Recount a personal experience or tell a short story.
- ✓ Use an appropriate poem or quote.

BODY: In the body of your speech share the main points of your topic. Have three to five main points. Support each point with examples personal stories, numbers, and facts.

CONCLUSION: The conclusion is the part of your speech that the audience will remember the most. Briefly summarize your main points, giving your audience one more chance to grasp your ideas. Make it catchy! Encourage, challenge, and inspire!

WHAT ABOUT PRESENTATION RULES?

Once you have your speech written, it is time to practice your presentation skills! Here are the rules:

TIME LIMITS: Remember to time your speech. Fourth grade speeches should be around 2 minutes. Fifth grade speeches should be around 3 minutes.

NOTE CARDS: You are encouraged to use 3 x 5 note cards. Put a good outline of your speech on the cards plus any poems, quotes, and numbers to remember. Learn your speech by heart. Try not to just read from your cards. The cards are to use if you forget.

POSTURE/DRESS: Stand straight and tall, balanced on both feet, head up, and look directly at your audience. Hold note cards up if needed, but not in front of your face. Hold shoulders back and be proud. Dress up and look your best for the contest.

GESTURES/BODY LANGUAGE: Gestures are the use of your hands, facial expressions, eye contact, and other movements to help communicate with your audience. Use meaningful gestures. Be sure to look from side to side as well as from front to back of your audience. Remember to give a big smile! Remember to be sincere and not overly dramatic.

VOICE: Be sure to speak loudly and clearly. Your voice should sound natural and comfortable. Some parts should be emphasized more than others. Use your voice to add interest.

PRACTICE: PRACTICE! PRACTICE! PRACTICE! PRACTICE! PRACTICE! This is the most important part! Follow the old saying "practice makes perfect"! The **MORE** speaking experience you have, the better you will become - and the more you will enjoy it. Practice is the only road to becoming a good speaker! Practice in front of the mirror, Mom and Dad, the dog, friends! Use the tape recorder or video camera to practice.

MORE RULES: DO NOT USE ANY PROPS! This includes CD players, posters, radios, videos, musical instruments, costumes, or a podium. DO NOT SING as part of your presentation. DO NOT USE AUDIENCE PARTICIPATION. We want to know how well you can communicate with just your voice and your body language.

ARE YOU READY?

Present your speech for your classroom or club competition. Students who win a blue ribbon will be invited to participate in the Williamson County 4-H Public Speaking Contest in January. If you have any questions, call one of the 4-H agents at 790-5721 or check our website at <http://williamson.tennessee.edu>.

4-H Public Speaking Scorecard



Speaker Name _____

Topic _____

Points to Consider	Possible Points	
A. Speaker		
1. Appearance:	10	
2. Use of Language: (Good pronunciation, vivid, meaningful, articulation, grammar)	20	
3. Projection to audience: (Volume, clear, distinct, pleasing voice, eye contact)	10	
4. Well prepared:	15	
B. Subject Matter and Composition		
1. Well organized:	10	
2. Information: (Accurate, complete, up to date, appropriate)	10	
3. Good introduction and conclusion	10	
C. Results		
1. Effect on audience:	15	
TOTAL POINTS	100	

COMMENTS:

Explanation

A.

SPEAKER:

1. **Appearance:** As the speaker approaches the lectern, and throughout the presentation, is his/her posture good; does he/she stand solidly on the floor: are his/her clothes (whether or not they are new or fashionable) clean and pressed? Or does the speaker sway from one foot to another; lean on the lectern or table; slump and show poor grooming? A perfect score for this category is 10 points, so scores may vary between 0 and 10 points.
2. **Use of language:** Is it understandable, pleasing, meaningful, vivid, properly announced with proper grammar? Scores may range from 0 to 20.
3. **Projection to audience:** Does he/she have eye contact with the audience? Does the presentation have sufficient volume? Is it clear, distinctive and presented with expression and enthusiasm? Or does the speaker instead present a memorized or "read" report? Does he/she communicate? Scores may range from 0 to 10 here.
4. **Well prepared:** Whether or not the speaker occasionally refers to notes, does he/she seem to be well prepared? Or does he/she read the speech, stumble over words or thoughts, or lack preparation (whether notes or memory) to carry through the presentation? Scores may vary between 0 and 15.

B.

SUBJECT MATTER AND COMPOSITION:

1. **Well organized:** Do ideas center around a central theme in a logical order, easily followed and understood by listeners? Or does speech seem poorly organized, with random ideas, or with ideas that do not fit into the theme? Points may range from 0 to 10 here.
2. **Source of information:** Is the information accurate? Is the topic narrow enough for the message to be given completely? Has speaker earned the right to speak on the subject through study and experience, preferably in 4-H? Is the information apparently current? Or is the information seemingly out of date, too broad to be covered completely or incorrect? From 0 to 10 points are possible here.
3. **Introduction and summary:** Does the introduction catch the interest of the audience while presenting a theme for the entire speech? Speakers should NOT begin by giving name and club, or by recognizing the "Honorable judges, ladies and gentlemen, etc." Does the summary tie the important points of the speech to the theme in an interesting way that makes you remember the speech? Or does the speech have no real introduction, or perhaps an inadequate introduction or summary? Points will vary from 0 to 10 in this category, with half the scoring for introduction, half for summary.

C.

RESULTS:

Is the audience affected in any way? Were they stirred, enthused, saddened, amused, motivated and awakened? Or were they bored, merely polite and unaffected by the presentation? Did you (audience) get the speaker's message? Scores may vary from 0 to 15 points.

Be sure to comment on the presentation. The speaker needs your comments in order to improve. The contest is not the "end" for the 4-H club member's public speaking activities; it is the beginning of a difficult process to make the best better for next time.