There are four important elements of communication — oral, written, visual and media. Let's look at each one of these in this activity page! One example of oral communication is public speaking. Public speakers recite speeches to audiences. Let's learn to write a speech!

With guidance from your teacher or 4-H agent, write the subject of your speech on the middle line. In the top right hand box, write or draw one point you would like to make about your subject. In the top left hand box, write or draw a second point you would like to make about your subject. Write or draw your third point in the bottom left hand box. In the bottom right hand box, relate the topic of the speech to you.

<table>
<thead>
<tr>
<th>The second point I would like to make about my subject is ...</th>
<th>The first point I would like to make about my subject is ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The subject of my speech is ...</td>
<td>This subject is important to me because ...</td>
</tr>
<tr>
<td>The third point I would like to make about my subject is ...</td>
<td></td>
</tr>
</tbody>
</table>

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development, University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.
If you like communication, then next year you will want to check out some exciting communication-related projects that 4-H has to offer!

- Communication and Public Speaking
- Leadership and Personal Development

Practice your volume! Read the nursery rhyme below. When the text is in **bold**, read the words very loudly. When the text is regular, read the words very softly.

Hickory dickory dock;
The mouse ran up the clock!
The clock struck one and down he ran;
Hickory, dickory dock.

Did you complete this exercise? If so, nice job!
Put a check mark in the circle!

Practice your pitch using the story below. Read the story using your normal voice. When the text is in *italics*, use a high-pitch, squeaky voice. When the text is in **bold**, use a gruff, deep voice.

Little rabbit in the woods
Little old man by the window stood
Saw a rabbit hopping by knocking at his door.
Help me! Help me! Help me! He said.
Before the hunter shoots me dead!
Little rabbit come inside, safely you’ll abide.

Do you think that reading this story using different pitches made the story more interesting? Yes or no! Circle one.

Practice your rhythm. Read the nursery rhyme below while using the rhythm of a (1) swing and (2) jackhammer.

Humpty Dumpty sat on a wall.
Humpty Dumpty had a great fall.
All the king’s horses and all the king’s men
Couldn’t put humpty back together again.

Did you complete this exercise? If so, great job!
Put a check mark in the circle!

Career Exploration

- List one career in which public speaking would be an important skill to have.
- Why do you think this skill is important for this job?
There are five important parts to a thank you note — greet the giver; express your gratitude; discuss use; mention the past, speak to the future; and regards. Read Christopher Clover’s thank you note to his grandmother. Then follow the instructions at the bottom of the page.

Dear Grandma,

Thank you for the red wool sweater that you gave me for my birthday! It is my favorite sweater. I have worn it to church, school and a skating party. I have received many compliments!

You are very kind to always remember my birthday. I thank you for making my day special! I look forward to seeing you soon!

Love,
Christopher

1. Draw a circle around the part that “greets the greeter”
2. Underline the part of the letter that “expresses gratitude.”
3. Draw a star at the beginning of the sentence that discusses use of the gift or act of kindness.
4. Draw a heart at the beginning of the sentence that mentions the past and the beginning of the sentence that speaks to the future.
5. Draw a box around the word that represents the “regards” part of the note.
Digging Deeper

Let’s practice writing a thank you note! In the space below and in your neatest handwriting, write a thank you note to your teacher. Be sure to include the five important parts of a thank you note! Bring your note back to your next 4-H meeting. Christopher Clover’s letter has been included as an example.

Communication Exploration—Writing the Right Stuff, continued

Digging Deeper

Using the 4-H clover in your 4-H poster contest is important … but can be tricky! There are rules regarding how you can use the 4-H clover. Do you know what they are? Of the five 4-H clovers below, only one clover is the “official” 4-H clover. Do you know which it is? Do an web search! Put a check mark in the circle by the clover that is the official 4-H clover. Put an “x” in each circle beside the unofficial 4-H clovers.
Now that you have your thank you note written, you need to mail it. Look at Christopher’s envelope on the left. Notice the information he has included and how it is lined up on the envelope. Using your address and your teacher’s address, write the addresses on the blank envelope below. Draw a stamp where the stamp should go.

Words to know

- Body
- Communication
- Closing
- Gratitude
- Introduction
- Media
- Official
- Oral
- Pitch
- Proofing
- Public Speaking
- Regards
- Rhythm
- Topic
- Tone
- Visual
- Volume

Digging Deeper

The top 10 winning 4-H posters in the state of Tennessee are featured on a web site. Can you find it? After you find the posters, list the theme of each poster on the lines below.

___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

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Pitch
Your mom just saw a mouse in the kitchen and she says ...

Volume
You are with friends at the movie theater and decide to go get popcorn. You say ...

Rhythm
You missed the school bus and run to catch it. When you climb on board you say ...

Tone
Your mom just walked into your room. You know, the one you forgot to clean up! She says ...

Speed
The house is on fire! You call 911. When the operator answers, you say ...

Stress
Stress the bolded word as you read the sentence.
Mary stole my pen.
Mary stole my pen.
Mary stole my pen.