



Communications & Public Speaking

SKILL Project Proficiency Proposal

April 2009 - Revised as suggested by the 4-H County Council

July 2009 - Final Proposal

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Potter Valley 4-H

California 4-H Project Proficiency

Communications & Public Speaking – Level 1

Member must complete 80% (14 activities) to achieve proficiency.

Date Completed _____

- _____ 1. Set at least 3 specific goals related to your Communications project and develop a plan of action to accomplish these goals. Chart your progress in your 4-H record book.
- _____ 2. Tell three reasons why public speaking skills are important and how you can use them in other situations besides 4-H.
- _____ 3. Describe what a 4-H presentation is and what it can help you learn to do.
- _____ 4. List three sources where you can get topic ideas for presentations plus explain how to select and narrow a good topic for a presentation.
- _____ 5. Name three types of presentations which can compete at County Presentation Day. Briefly describe each and how long it should be.
- _____ 6. Which is the best style of presentation to give? Why? What are three questions you should ask to determine the best style?
- _____ 7. What are the three main parts of a presentation outline and what is each of their purposes?
- _____ 8. Develop an outline for a presentation.
- _____ 9. Write what you would like your audience to be able to do as a result of watching your presentation.
- _____ 10. Create a title which is an attention getter, summarizes your purpose and is to the point.
- _____ 11. Explain the term "Rules of Threes". Tell how this can help you in your presentation.
- _____ 12. Describe and demonstrate effective body positioning and eye contact during a presentation.
- _____ 13. Attend the County Presentation Day workshop.
- _____ 14. Tell four ways to enhance your presentation with voice.
- _____ 15. What is the minimum lettering size that should be on any visual aid? When should you use UPPERCASE or **FANCY** letters on posters or charts?
- _____ 16. Give and interpret simple directions.
- _____ 17. Practice your presentation informally five or more times to non-family groups.
- _____ 18. Present a Demonstration , Illustrated Talk or Interpretive Reading at County Presentation Day.

Member's Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____

California 4-H Project Proficiency Communications & Public Speaking – Level 2

Member must complete 80% (16 activities) to achieve proficiency.

Date Completed _____

- _____1. Set at least 3 specific goals related to the Communications project and develop a plan of action to accomplish these goals. Chart your progress in your 4-H record book.
- _____2. Describe why it is important as a speaker to know your intended audience.
- _____3. Name three good sources to research information on a presentation topic.
- _____4. Attend Sectional Presentation Day.
- _____5. Explain how to effectively answer questions at the end of a presentation.
- _____6. Create an Educational Display for another 4-H project to educate the general public.
- _____7. Explain how to select and narrow a good topic for a presentation.
- _____8. Demonstrate how words on a poster should be used during a presentation and how to use gesturing.
- _____9. What are the six “Visual Checks” you should do before using a visual aid?
- _____10. Describe effective color combinations for posters and charts.
- _____11. Name and describe six types of presentations which can compete at County Presentation Day. How long should each be?
- _____12. Explain the 7 areas in the Demonstration and Illustrated Talks evaluation rubric. Describe the point scoring key at the state level.
- _____13. Enter a Demonstration, Illustrated Talk or Educational Display at County Presentation Day.
- _____14. Use Power Point to illustrate a Demonstration or Illustrated Talk at County Presentation Day.
- _____15. Present a team presentation (Not Share the Fun) at County Presentation Day.
- _____16. Be a Room Host at County, Regional or State Presentation Day.
- _____17. Explain the 6 areas in the Interpretive Reading evaluation rubric and explain the point scoring key.
- _____18. Participate in a Share the Fun skit or Cultural Arts presentation at County Presentation Day.
- _____19. Explain the 5 areas in the Share the Fun and Cultural Arts evaluation rubric and describe the point scoring key.
- _____20. Give a 3-5 minute presentation at a 4-H club general meeting.

Member's Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____

All information can be found in the CA State Presentation Manual available at www.ca4h.org

California 4-H Project Proficiency

Communications & Public Speaking – Level 3

Member must complete 80% (14 activities) to achieve proficiency.

Date Completed

- _____ 1. Set at least 3 specific goals related to your Communications project and develop a plan of action to accomplish these goals. Chart your progress in your 4-H record book.
- _____ 2. Be a Junior or Teen Leader for the Communications and Public Speaking project.
- _____ 3. Assist at least 2 younger members in setting Communications & Public Speaking specific goals and developing a plan on how to achieve them.
- _____ 4. Name nine types of presentations which can compete at County Presentation Day. Describe each and how long it should be.
- _____ 5. Video tape yourself giving a presentation. Honestly critique the video using an evaluation rubric. Share your experience with your leader and your project group.
- _____ 6. Invite a guest speaker to one of your meetings and introduce them to the group.
- _____ 7. Present an Audio/Visual Presentation or Scientific Demonstration at County Presentation Day.
- _____ 8. Explain the 7 areas in the Audio/Visual Presentation and 4-H Display evaluation rubrics and the point scoring key.
- _____ 9. Participate in the Interview Contest at County Presentation Day.
- _____ 10. Explain the areas in the Interview Contest evaluation rubric and the point scoring key.
- _____ 11. Review the fundamentals of public speaking. Identify 2 faults in your speaking and develop a plan to correct these faults.
- _____ 12. Design a resume and cover letter for yourself directed toward a specific job.
- _____ 13. Be a member of the County Presentation Day workshop committee.
- _____ 14. What is "The Power of the Pause" in speaking? Practice using it. Report to the group the effectiveness of this technique.
- _____ 15. What is upstaging? How can you avoid it?
- _____ 16. Evaluate another's presentation using the appropriate state evaluation rubric. Give oral feedback.
- _____ 17. Select a topic you are passionate about. Write a letter to the editor of a local paper expressing your opinion in a way that will make people listen and be open to your ideas.
- _____ 18. Attend State Presentation Day.

Member's Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____

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California 4-H Project Proficiency

Communications & Public Speaking – Level 4

Member must complete 80% (14 activities) to achieve proficiency.

Date completed

- _____ 1. Set at least 3 specific goals related to the Communications project and develop a plan of action to accomplish these goals. Chart your progress in your 4-H record book.
- _____ 2. Serve as a Junior or Teen leader in this project for one year.
- _____ 3. Prepare teaching materials for use at one or more project meetings.
- _____ 4. Assist at least 2 younger members in setting Communications & Public Speaking specific goals and developing a plan on how to achieve them.
- _____ 5. Assist at least 2 younger members in developing and presenting a presentation at County Presentation Day.
- _____ 6. Assist the project leader in observing and evaluating other member's presentation techniques and recommend actions for improvement.
- _____ 7. Demonstrate proficiency in any one category of presentations by achieving a Gold at the State level of competition.
- _____ 8. Speak on a Communications & Public Speaking related subject before an organization other than your 4-H group.
- _____ 9. Develop and train a junior team for a Share the Fun event.
- _____ 10. Alone or in a group develop, organize and put on a public speaking activity as a community service.
- _____ 11. Develop your own special Communications & Public Speaking event. Create a plan, chart progress, analyze successes and/or problems and report results. (ie. Chair County Presentation Day workshop)
- _____ 12. Give a 5-10 minute presentation at a 4-H County Council meeting.
- _____ 13. Be a judge at County, Regional or State Presentation Day.
- _____ 14. Explain the 7 areas in the Impromptu and Prepared Speech evaluation rubrics and point scoring key.
- _____ 15. Present an Impromptu or Prepared Speech at County Presentation Day.
- _____ 16. Present a Problem Solving Presentation at County Presentation Day.
- _____ 17. Explain the 7 areas in the Problem Solving Presentation evaluation rubric and point scoring key.
- _____ 18. Be a Master of Ceremonies at a 4-H event.

Member's Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____