



4-H Public Speaking

2nd-3rd Grade



Why Practice Public Speaking? Learn how to express your thoughts and opinions to a group. Practice new skills for overcoming your fear of speaking. Learn basic skills and develop good habits early. Great speakers are not born – they are developed!

Topic: Your 4-H speech should encourage others to develop good character. Choose one of the 9-character traits of listed as the topic of your speech.

- Respect** **Responsibility** **Fairness**

Research: Look up information about your topic in books or online. 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 interested in 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!

Time limit: Remember to time your speech.

- 2nd and 3rd grade speeches should be 1-2 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.

Voice: Your voice is a great tool in communication. What you have to say is important so you want the audience to hear you.

- Speak up- Don't shout at the audience, but use a "big" voice
- Speak at a slower pace
- Work on word pronunciation
- Be confident
- Be natural & relaxed

Eye Contact: This can make a huge difference in the audience interest in what you say.

- Maintain eye contact with the audience. Focus on looking at the audience throughout your speech.
- Try not to stare at an object in the back of the room.
- Look for your friends in the audience, but don't forget about everyone else.

Posture: How you stand during your speech is important. You want to appear confident & interested in your speech.

- Stand up tall, hold your notes at chest height, not in front of your face.
- You can walk while presenting your speech.

Gestures & Expressions: Expressions are a powerful addition to any speech. But beware: they can also be a distraction.

- Use hand gestures that are natural to you.
- Hold your notes in your hand, but try to avoid "playing" with them.
- Smile! Look happy & excited about your speech.

Write it out: Don't read your speech during your presentation, but do have it written out in front of you on note cards or on paper. You don't have to memorize your speech.

Avoid "Ums and Ahs": This is best done by practicing your speech and being sure of what you're saying. The more you practice, the better your speech will be.

Practice, Practice, Practice: You can't practice too much. Give your speech in front of anyone who will listen: parents, brothers, sister, neighbors, friends, dogs, cats, fish, to yourself in the mirror. Be prepared.

Rules: Time limit 1-2 minutes for 2nd-3rd grade. Choose a topic from the list of 3-character traits. Do not use any props which includes music, posters, 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.***



4-H Public Speaking Scorecard

Speaker Name: _____

Topic: _____

Points to Consider	Possible Points	Score
A. Speaker		
1. Appearance (neat, well groomed, good posture)	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 of Scorecard

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? Of 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. Score may vary between 0-10 points.
2. **Use of language:** Is it understandable, pleasing, meaningful, vivid, properly announced with proper grammar? Scores may range from 0-20.
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 0-10.
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 0-15 points.

B. Subject Matter and Composition

1. **Well Organized:** Do ideas center around a central theme in a logical order, easily followed and understood by listener? Or does speech seem poorly organized, with random ideas, or with ideas that do not fit into the theme? Points may range from 0-10.
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, preferable in 4-H? Is the information apparently current? Or is the information seemingly out of date, too broad to be covered completely or incorrect? Points from 0-10.
3. **Introduction and summary:** Does the introduction catch the interest of the audience while presenting a theme for the entire speech? Speaker 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 0-10 points with half of points towards introduction and half towards 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 0-15.

4-H Public Speaking Planning Worksheet

Name: _____ Topic: _____

Introduction:

Main Idea #1
Supporting Details

Main Idea #2
Supporting Details

Main Idea #3
Supporting Details

Conclusion: