

Section 5: Worksheet

SELECTING A TOPIC (PAGE 1)

Selecting your presentation topic is the first step in planning your presentation.
Use the prompts below to brainstorm and narrow down your ideas.

Brainstorm

List a few things you like to do or do often.

Topic	Your response
Things I do in 4-H	
Things I collect	
Things I do after school	
Things I like to read or learn about	
Things I do for fun	

My Favorite Things

Of the topics I have brainstormed above, which are my favorite, a spark, or something I am passionate about? Your sparks and topic do NOT have to be 4-H related.

Topic	Your response
1	
2	
3	

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SELECTING A TOPIC (PAGE 2)

Topic Reflection

Go through your top three favorite things and check mark for each of these questions.

	Topic #1	Topic #2	Topic #3
Is the topic appropriate?			
Do I know enough about the topic (or can I learn enough) to present on the topic?			
Can I find good quality information about this topic?			
Do I want to learn more about this topic?			
Is this a topic I will enjoy presenting up to 4 or 5 times?			

Choosing My Final Presentation Topic

You have taken the time to brainstorm ideas, you have picked your favorite ones, and reflected on the questions above. Now it is time to choose your final presentation topic! Ultimately, the choice is up to you. Congratulations on selecting a topic!

Presentation Topic	
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Select a Presentation Type

How do you want to share your ideas with others?

Do I want to demonstrate and show the audience how to do something?	Demonstration
Do I want to tell the audience how to do something, but not physically demonstrate it?	Illustrated Talk
Do I want to display my knowledge on the subject, give a short summary of the knowledge in a speech, then have the audience come up and read the display for further information?	Educational Display
Do I want to inform the audience of something without visual aids (posters, equipment) or notes?	Informative Prepared Speech
Do I want to convince the audience of something without visual aids (posters, props) or notes?	Persuasive Prepared Speech
Do I want to directly read a piece of material out loud to the audience and then describe?	Interpretive Reading
Do I want to perform?	Cultural Arts
Do I want to inform others about a 4-H related topic in a fun way?	Share the Fun Skit
Do I want to study up on 3 pre-announced topics and then deliver a speech with only 3 minutes to prepare?	Impromptu Speech
Do I want to present the results of a science investigation or engineering design?	Science or Engineering Presentation

Once you have identified how you want to share your ideas, make sure to read the page dedicated to describing the requirements for that presentation type!



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Presentation Topic	
Title	
Presentation Type	

Introduction	
Opening device or attention getter	
Personal introduction	
Purpose of the speech and summary of main points, reading, skit, performance	

Transition statement

Body (main points)	
Main point 1	
Transition statement	
Main point 2	
Transition statement	
Main point 3	

Transition statement



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Conclusion

Summary of the body's main points, reading, skit, or performance	
Closing device	

References

(where you gathered your information)

1	
2	
3	

Responses to Possible Questions

Possible Question	Response

Attire: What will you wear?

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Visual Aids and Note Card

Please review the page for your selected presentation type to determine whether the use of props, supplies, equipment, or note cards are allowed.

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