

# 4-H Project Achievement

## Life Skills for a Lifetime



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Developed by:  
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# LIFE SKILLS GAINED

**Oral and Written Communication**  
**Public Speaking**  
**Organization**  
**Confidence**



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I Have To Do WHAT!?



# It's As Easy as 1,2,3!

1. Write a Speech that includes an Introduction, Body, and Conclusion
2. Create Posters
3. Gather your visual aids/items that relate to your topic



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# Tips for The Speech

- ✓ 4-6 minutes long, max 6 minutes
- ✓ Put the speech on numbered notecards! This helps if you drop your cards
- ✓ Should have a catchy, interesting INTRODUCTION which includes your name and county
- ✓ The BODY should be well organized and cover your important points
- ✓ The CONCLUSION is often what the audience remembers! Review main points and leave them with something to think about!



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# Introduction

- ✓ Catchy Title can help
- ✓ Don't say your name at the beginning, make your introduction different than others!
- ✓ Humor
- ✓ A Story
- ✓ Surprising Facts
- ✓ Quotes
- ✓ Make your transitions smooth



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# Body

- ✓ At least 3 main ideas you want to cover.  
Example for a baseball demonstration:  
Equipment Needed, Positions of Players, & Rules
- ✓ Be sure points are in some type of order  
(importance, chronological, cause/effect, etc)
- ✓ State points clearly
- ✓ Do research the topic to have solid facts
- ✓ Use definitions, examples, and facts
- ✓ Use transition words (first, next, another important thing to know)

# Conclusion

- ✓ Review main points
- ✓ Use a smooth transition (Today, I have told you..../I hope you have learned a lot about...)
- ✓ The final statement is important, use a strong statement or fact, challenge your audience, use a quote, story, or even a joke.
- ✓ Avoid Poor/Overdone Conclusions (Are there any questions, now you know..)
- ✓ SPEND TIME writing an interesting conclusion



# Poster Suggestions

- ✓ Title Poster (large font and a key picture)
- ✓ Usually 1-3 information posters with headings and bulleted points
- ✓ Use key words/statement not full sentences
- ✓ Use fonts that can be seen from the back of a classroom
- ✓ Can use simple picture as a bullet
- ✓ Make heading larger than points
- ✓ Can use maps, charts, graphs, diagrams as needed



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# Poster Suggestions

- ✓ Points on poster must be in same order as the points listed in your speech
- ✓ Points may be printed word strips, cut-out letters or stencils. Backing words strips and letters helps.
- ✓ Use two posters to create a border and to reinforce your posters so they won't bend
- ✓ PRACTICE using posters; line them up in reverse order and pull from behind for best results.
- ✓ Go back to title poster before conclusion.



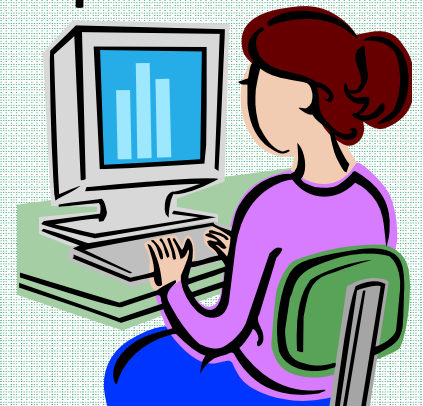
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# Computer Tips For Word Strips

- ✓ Change Page Orientation to landscape
- ✓ Change Paper to Legal-sized
- ✓ Manually enter a large font size
- ✓ Depends on the font but some may need to be as big as 150 to 200 point font for titles.



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# Other Visual Aids

- ✓ A table will be provided at district
- ✓ Matching tablecloth is a nice touch
- ✓ Bring in items, pictures, or anything that illustrates the topic
- ✓ If you can't think of any items to bring, 4-H leaders can help
- ✓ Mention the items on the table and use them in your speech.



# So...Go Get Started!

- ✓ Contact the County Extension office to find out all of the details!
- ✓ Set up individual times for additional help or to practice before you compete!
- ✓ We can't wait to see you at Project Achievement this year!



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