4-H Project Achievement
Life Skills for a Lifetime

Developed by:
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LIFE SKILLS GAINED

Oral and Written Communication
Public Speaking
Organization
Confidence
I Have To Do WHAT!?
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
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!
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
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)
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
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.
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.
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.
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!