

# The 3 Parts of a 4-H Public Presentation: The Introduction, the Body and the Summary

Every presentation should have a beginning, a middle and an end. To begin, you need an introduction which will include your name, age, club and number of presentations you have given. But you also want to capture the attention of your audience. You might want to begin with a....

- *Startling statement*
- *Surprising action*
- *Question*
- *Quote*
- *Personal experience or an anecdote or very short story.*
- *Humor- not a joke*
- *Visual Aid*
- *Purpose Statement*
- *Begin with the end and build your case*

Next will come the middle, or body of your presentation. In this part you tell all the facts, or build your case or demonstrate exactly how to do something. But you need to move flawlessly from the introduction to the body, or from one topic to another within the body. You will also need to move from the body to the ending or summary. Try using one or more of these transitions-

- *That brings me to my next point which is...*
- *Now that we've discussed \_\_\_\_\_, Let's take a look at \_\_\_\_\_*
- *So far we've covered \_\_\_\_\_. The next item is \_\_\_\_\_*
- *In addition to \_\_\_\_\_, there is another area I'd like to discuss...*
- *Now let's consider....*
- *The next important factor is.....*
- *In conclusion.....*

Now you are at the end. You want to remind your audience of the main points of your presentation and send them away thinking about what you told them. To summarize, you may wish to-

- *Tell a story that supports the main points of your speech*
- *Repeat or refer back to something you did or said or in your introduction*
- *Quote someone*
- *Restate your main points without any details*
- *Bring back three or four major ideas and leave listeners with a challenge*
- *End with a visual aid*
- *Bring back the beginning When I began this speech, I talked about \_\_\_\_\_. As you can see.....*