

Demonstration Multimedia Presentation Contest



Demonstration activity for public speaking and computers. A fun way to learn about developing and giving presentations and integrating tech into 4-H.

Contest Rules and Format for the Team Extemporaneous Presentations

Up to ten 3 or 4 -person teams can compete in the contest. Each team has approximately 1 hour and 45 minutes to prepare a speech using PowerPoint and the Internet. Each team has access to two computers with Microsoft PowerPoint and the Internet.

The topic and purpose of the presentation is given to the teams at the beginning of the preparation time. The specific topic and purpose is drawn from the general topic- "Information Technology and Youth Leadership".

The presentations should be 5-7 minutes long. The presentation file must fit on a blank CD. No notes or CD's may be brought into the preparation by the team. Notes and other material can be accessed through the Internet.

Judging

At the conclusion of the preparation time, the team delivers their presentation to the judges. Groups are evaluated on delivery of message, message content, visual presentation, teamwork, and the overall effectiveness of the presentation.

Message

Judging is based on the message being clear, concise, to the point. The message should be supported by sufficient information. Visual and verbal messages should be consistent and the main points should be summarized.

Visual Presentation

The design, color, and animation should enhance the message. There should also be continuity in the presentation.

Teamwork

All team members should make contributions to the visual and verbal presentation. The presentation should also reflect the research skills of the youth.

Overall Effectiveness

Eye contact should be maintained with the audience. Team members should maintain good posture and vary their vocal pitch, tone, and volume. Visuals should be legible and appealing. The team should be able to maintain the audiences' attention.

All teams are expected to stay within the time limitations.

PowerPoint Guidesheet

PowerPoint (or any other electronic screen presentation software) is a way to connect image and text, graphics and information in an exciting form for presentation to a live audience or on the World Wide Web. It's that combination that is important in a society where many of us obtain a significant portion of our information from television or the "Web". These media combine image and text too! Principles to developing an effective presentation:

Purpose: The first step in creating a presentation is to determine the purpose. What is the central theme? Do you have a call to action? What will your final slide ask the audience to do? Sometimes starting at the final slide can help you develop the presentation in an effective manner.

Determine the most important content to support the purpose of the presentation. That content should be incorporated into the visuals you prepare using the software. Supportive content can be presented verbally.

Movement: Graphic layout and design can control the movement of the eye. This is important because the average attention span on any visual is 8 seconds. Helping a viewer find the most important information in that 8 seconds can enhance a presentation. Design templates are background patterns created by graphic artists. They have coordinated fonts, colors and graphic elements.

Complex fonts slow eye movement; simple fonts speed up eye movement. Visuals where additional information is added as the slide remains on the screen are called builds. These are effective in controlling eye movement.

Arrows can substitute as pointing devices in a visual presentation. Emphatic headings, geometric shapes, clip art and photographs can contribute to eye movement. All of these can help focus the viewer to the most important part of the visual.

Color is important as it can impact the emotional response the viewer has to the information being presented. These background colors have the following effects:

- Gray: neutral
- Brown: passive
- Violet: magical, mystical
- Green: interaction, feedback
- Red: enthusiasm, warm
- Blue: conservative, credible
- Black: powerful

The most effective color combination is a medium blue with yellow text for projected presentations.

One background color throughout the presentation is effective. One color change to emphasize an important point can also be used effectively. Arranging colors from dark on the bottom to light on the top can also influence eye movement in a positive way.

Guidelines for Making Effective Electronic Screen Presentations

Stand on audience's left. We read from left to right. Because of this it is the natural tendency for us to move our eyes from left to right. Standing on the left helps the audience focus on you-the speaker.

Do not stand in front of screen. The audience will be distracted if they can't see the screen.

Plan how you will change screens. Having a person other than the speaker change the slide or using a remote control are two options.

Practice with equipment you are using and have a back-up plan. Sometimes equipment fails. Think about how you will make a presentation if your equipment fails.

Stand at a 45 degree angle to room-open to screen and to audience. Don't turn you back to the audience. When you want to emphasize a point, face the audience. Move with purpose. Nervous movements distract from your presentation.

Pointers: Slides for your presentation should be simple, concise. Sometimes you will need to point out a feature on a slide. If you are using a laser pointer, remember to be careful not to point it at your audience. If you are using a regular pointer, it will be most effective if it is "pointed" sparingly.

Make eye contact with audience. If it bothers you to look directly at the audience look just above their eyes. Pick two or three audience members scattered around the room to focus on periodically.

Smile: It will make you feel comfortable and more confident. A smile will help the audience feel comfortable too.

Gestures: Use natural movements to emphasize points. Relax hands at side when you are not gesturing.

Your volume is important. Talk loud enough to be heard in the back of the room. One way to do this is to pick someone in the back of the room and speak so they can hear and understand you. Often, speaking slowly helps you speak louder.

Pitch, Tone and Volume: Vary to make your presentation more interesting.

Pronounce your words distinctly. Use words that are easy for you to say.

Attitude: Audience members know when you are enjoying speaking. Speak with enthusiasm and interest. Be sincere with your audience and you will be effective.