

Evaluator Training

Erie County 4-H Public Presentations

What is a 4-H Public Presentation?

- 4-H Public Presentations are an opportunity for 4-H members to teach, entertain, and tell others about a topic they have learned about.
- It is an event that occurs at the county, district and state level in NYS 4-H.

Why are they important?

- Being able to speak in front of others is a skill that will help you through your entire life!
- Long standing traditional 4-H program
- It is a requirement if youth are showing or selling an animal at the Erie County Fair.

Youth opportunities

- After county level public presentations there is the Western District event. The top 10% of 4-Hers with the highest score compete with the fellow county winner on April 17, 2021.
- Then the top presenters at the Western District Event will be invited to attend the NYS Communication Institute at the Cornell campus.
- Youth can also enter their poster in the fair! And sign up to do a live presentation in the Youth Development Building... they can earn a premium for both these entries!

What is your role?

- In Erie County all 4-H Public Presentations are evaluated by 2 adult volunteers who work as a team.
 - Zoom presentations: 2 evaluators & 1 Room Volunteer
 - Video Presentations: 2 Evaluators
- The evaluators job is to respectfully watch, listen, take notes and assess the presentation.
- You are expected to provide positive feedback and valid scoring based on a set rubric.
 - Completed score sheets
 - Signed
- Evaluators are friends of 4-H, parents, leaders, 4-H alumni and community members.

2021 Events:

1. Tuesday, February 23, Virtual Live Zoom 6pm-8pm
2. Saturday, February 27, Virtual Live Zoom 10am-3pm
3. Wednesday March 3, Virtual Live Zoom 6pm-8pm
4. Recorded Videos

Presentation Options

1. Demonstration
2. Illustrated Talk
3. Speech
4. Recitation
5. Dramatic Interpretation
6. Cloverbud (ages 5-7)

Cloverbud

- **Cloverbud:** age 5-7 as of January 1st
 - A simple Show & Tell
 - Very simple evaluation, special score card
 - Presentation may be less than 5 minutes

Demonstration

- **Demonstration:** show and explain how to do or make something.
 - Example: how to juggle, build a kite, make lemon cookies, build a birdhouse
 - Equipment, models, visual aides, illustrations are used as needed to explain information being conveyed and show the steps in the process being demonstrated. A finished product is shown.
 - Team option is allowed at all levels.
- Food Demo
 - Special rules and requirements
 - See documents on the 4-H website "How to do a Food Demonstration"

Illustrated Talk

- **Illustrated Talk:** use visual aids to tell about a topic.
 - The effective use of charts, pictures, posters, PowerPoint slides, examples, etc., play a major role in communicating the presenter's message.
 - Team option allowed at county not district or state level.

Speech

- **Formal Speech:** persuade, motivate or inform audience without visuals.
 - Proper use of note cards is acceptable.
 - Presenter chooses and researches a topic and presents in the format of their choice (persuasive, motivational, or informative).
 - Written in the presenters own words.
 - Team option not allowed.

Recitation

- **Recitation:** give a rendition of pre-written material (ex. Excerpt from Twilight) using voice and body language as communication tools.
 - Props should not be used but appropriate dress to represent the character or mood is acceptable.
 - Memorization is expected.
 - Material is not original or written by presenter.
 - Team option not allowed.

Dramatic Interpretation

- **Dramatic Interpretation:** presenter or team delivers re-enactment of a piece of scripted material (ex. Scene from a play). Also judged on costumes, props, and vocal presentation.
 - Should include props and costumes.
 - Original pieces written by presenter are accepted.
 - Team option is allowed at all levels.
 - Music is OK

Other important info:

- Presentations are minimum 5 minutes, max 15 minutes
 - Cloverbud allowed to be less than 5
 - Post presentations are 5-7min
- Live Animals allowed in video recording.
- Youth with special needs
 - You will be made aware of youth in your room prior to starting judging.
 - Judge accordingly to ability

What Members are taught

- Determine your presentation type based on topic/interest
- Know your subject
 - Have the references
- Know your audience
 - Create presentation that fits setting
- Be creative
 - Lots of ways to express info!
- Organize your information
 - Introduction- “snappy” intro
 - Body- Main points, cause and effect reasoning, chronological
 - Conclusion- reiterate main points, cite sources
- Use props, equipment, and visuals if allowed
- Practice! At home, the club, school...
 - Look at 4-H resources on our website

Evaluation

- Feedback is key! Don't just say it- write it down.
- Make sure your comments match the score!

Goals of Evaluation:

- Helps members gain a greater appreciation of excellence and quality of workmanship and experience.
- Educates members and helps them improve skills and techniques.
- Encourages members to discover and develop their talents and potential.
- Makes members think critically and objectively about their work and themselves.

Helpers

- Room Host
 - A youth or adult volunteer who assists judges in the room by introducing presenter.
 - Moves 4-Hers to the next available room
 - Keeps the flow going
 - Will message me upon completion of each presentation

Materials

- Stop watch, writing utensils , Wifi, Charger
- Judging Rubric
 - Different for each type of presentation
 - Guides evaluation point by point (1-5)
 - All videos will be evaluated using the same rubric
 - Poise and posture, please use your best judgement for the videos
 - If you would like printed copies of the rubrics Email msb347@cornell.edu by Feb 18th
- Scorecard
 - Online Form
 - Similar to the paper form
 - How to use the form
 - You can practice with the practice link to become comfortable.
- Presenter Background
 - Heading of scorecard info
 - Presenters have been given guidance to ensure they answer all the questions for the beginning of the scorecard

Rubric



Demonstration/Illustrated Talk Evaluation Guidelines highlighted new information that relates to digital presentations

DELIVERY	1	2	3	4	5
Introduction	Lacks opening statement, no connection to audience	Brief or inadequate introduction of topic or self	General introductory statement, stimulates interest in subject, personal intro concise and complete	Grabs audience attention and interest, creative approach to introduce topic and self	Outstanding opening remarks, clear and concise introduction, smooth transition into presentation
Proper equipment /visual aids	Illegible or ineffective visual aids, or used inappropriately. Someone else completely sets up computer and projector.	Poor use of aids, equipment; poorly organized or difficult to see, too distracting. Has some assistance setting up computer and projector.	Uses aids appropriately; neat, concise, legible and effective; contribute to presentation. Correct use of appropriate equipment. Sets up and operates computer and projector without assistance.	Aids enhance presentation, well done and attractive, quality posters. Equipment used skillfully and effectively	Excellent use of aids, exceptional work in development of aids; clear, artistic posters and slides
Efficient organization (of equipment/material)	No organization or logical arrangement of materials; messy or cluttered. Screen completely blocked.	Some disorganization or fumbling, illogical arrangement, gaps. Screen partially blocked.	Equipment, materials logically arranged and used, work area kept neat, visible to audience. Stands so screen is visible to audience most of the time.	Excellent arrangement, smooth use of posters, slides and aids; logical sequence and effective use of equipment. Stands so screen is visible to audience all of the time.	Outstanding organization, excellent movement through materials, no gaps
Proper use of notes/visual cues	No notes used when clearly needed; or totally relying on notes/visual cues.	Reads notes, screen or slides or has need for more cues	Good use of notes, screen or slides as quick reference; smooth transitions; notes don't interfere with flow.	Little need or use of notes or when referenced are used smoothly and effectively	Outstanding memorization or flawless use of notes and cues.
Grammar/vocabulary	Poor grammar, incorrect terminology; mispronunciations	Some errors, confusing vocabulary; unclear meaning Lots of "ums"	Proper grammar, good vocabulary, no errors, clear meanings. Some spacers (ums, and uhs) used	Clear and concise vocabulary, excellent clarity of meaning No use of spacers (ums, etc.)	Advanced word choice; clever or witty vocabulary, all chosen words used correctly. No spacers
Appropriate length	Consider the subject matter: Does the presentation adequately cover the topic in the time allotted? Could this presentation have used more time or less time?				Presenter uses adequate amount of time effectively

Scorecard – Evaluation Form

- EXAMPLE OF ONLINE SCORECARD
- https://cornell.ca1.qualtrics.com/jfe/form/SV_a4xB2AdLLItrrMN

Definition of Ratings

- 5- Outstanding
 - Exceptional; no room for improvement for ages and experience
- 4- Above Expectation for level
 - Exceeded expectations for age and experience level
- 3- Met Expectation for experience level
- 2- Needs Improvement
 - Needs work; needs to be improved upon (something minor may have been omitted, incorrect, etc.)
- 1- Omitted something essential

During Live Zoom Presentation

1. The youth will introduce themselves answering the questions for the top of your score card.
2. Presenter will begin to present in front of the evaluators
3. Begin evaluation – notes/scoring. **START TIMING** – timing begins once presenter starts and ends at conclusion (before questions)
4. When presentation is done, make sure to ask at least 2 questions.
5. At the end of the presentation each evaluator will provide 1-2 comments (positive/constructive) about the overall presentation
 1. A Great question to ask:How do you think that went?

Post Zoom Presentation

- Parents can come in to evaluation room to listen. Evaluators speak directly to youth not adults.
- Score is based on a rubric, your age, and experience.
- Ribbons and certificates will be sent in 1-2 weeks following the Zoom presentation

Zoom Presentation

- This will be our first time doing a significant amount of Zoom presentations at the same time
- We may have some challenges to work through to make the process go smoothly.
- To ensure all 4-Hers could present there will be 15 min time intervals.
 - Often in person these times can be shorter or longer
 - 4-Hers will be in a main room with me as they await their time to present
 - Room volunteers will message me upon completion of the presentation so I can move in a new presenter
 - Do your best to take notes during the presentation in case you need to go back when you are score card/evaluating.

Video Presentations

- 5-6 videos will be sent to you in a folder
 - Links to the folder will be provided in your email
- Presenters have been reminded that they need to give you their name, how many years in 4-H, age, how many presentations they've done.
- You will be given a link to the virtual score card
 - Use the same link and fill out a new form for each presentation
- You will be teamed up with another evaluator. I will share their contact info with you. It is not required to connect with the evaluator it is optional and at your discretion
- You will have two weeks to review the videos

Please Remember:

- Write total presentation time on score sheet
- Written comments are critical
- Focus on constructive criticism when guiding improvements
- Evaluators must be close in score (within 1 point)
 - For videos the 4-H educators will be checking the scores for the video presentations.
- Parents are allowed to sit in on presentation and conference
- Automatic high score of 5 for special dress/appearance or 3 references

Awards: Ribbons Definition

- Cloverbud: green participation ribbon
- Excellent (Blue): This rating is determined if the overall level of accomplishment is averaged to be above expectations.
- Good (Red): This rating is determined if the overall level of accomplishment generally meets expectations and is slightly above expectations.
- Fair (white): This rating is determined if the overall level of accomplishment needs improvement.

The Day Of...

- Arrive 15 min early for Zoom Presentations
- February 27, 9:45am
- March 3, 5:45pm
 - We will have a short evaluator meeting
 - Your room assignments & evaluation partner will be given to you (1st timers will be with veteran evaluator)
 - Bring a positive attitude and smile 😊
- Events begin @ 10am and 6pm, registration and room assignments are done all beforehand
- Breaks will be provided throughout the day
- Each room will have a Host that will keep the flow of the room going
- Sit back and enjoy!

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- After the presentation:
 - Remind the kids their presentations can be used as a fair entry!
- Scores will be done and returned in 1-2 weeks following the presentation
- Ribbons and certificates will be mailed out after scoring is complete

Practice & Resources

- Evaluation Rubrics/Score Cards
 - 4-H website: <http://erie.cce.cornell.edu/4-h-youth-development/public-presentation-information-and-resources-for-participants-and-evaluators>

THE LINK FOR THESE HAS BEEN SHARED WITH
YOU IN AN EMAIL

Thank You

- See you soon!
- Questions?? Email Megan at msb347@cornell.edu