

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 and district 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 (top 10% of Erie County 4-Hers)
 - Regional event after Districts
- 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.
 - There are 2 teams of judges in each room (total of 4) who work in a rotation so judging is constant.
- 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.

Presentation Options

- Cloverbud
 1. Demonstration
 2. Illustrated Talk
 3. Speech
 4. Recitation
 5. Dramatic Interpretation
 6. Interview

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 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 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.

Interview

- 4-H members age 15+ who have completed at least one presentation before can give an Interview.
- 4-Hers will submit a resume and mock application for either a job or college ahead of time.
- Two evaluators will interview the 4-Her for approx. 20 minutes
- Members are evaluated on resume, completion of application, and interview answers.

Other important info:

- PowerPoint Presentation
 - Allowed
 - Setup done by 4-H member*
- Presentations are minimum 5 minutes, max 15 minutes
 - Cloverbud allowed to be less than 5
- No live animals allowed
 - Service dog is an exception
- Confidential list
 - You will be made aware of youth with disabilities in your room prior to starting evaluation.
 - Evaluate accordingly to ability
- Extra Help
 - Members are to setup presentation themselves
 - Prearranged help is an exception
 - Cloverbuds may need assistance and it is allowed

Zoom presentations

- We will be having a few 4-Hers who request to use Zoom to present.
 - They have a time slot.
 - Logistically speaking, these 4-Hers will be treated like the presenters that are in-person.
 - They will be given a Zoom link ahead of time.
 - The screen will be projected.

4-H Public Speaking Guidelines for Youth

- 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!
 - If you give a 3 or less, constructive comments are required on your written evaluation forms and in your verbal meeting with the 4-Her

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

Note: Helpers may or may not be present in your room

- Room Host
 - A youth or adult volunteer who assists judges in the room by introducing presenter.
- Jr. Evaluator
 - A youth member who wishes to learn how evaluation occurs and sits with team of judges
 - Their job is to give 1 positive comment in evaluation conference
- Runner
 - A youth or adult volunteer who takes completed scores to the Tally Room to be calculated

Materials

- Clip board, stop watch, writing utensils provided
- Evaluation Rubric
 - Different for each type of presentation
 - Guides evaluation point by point (1-5)
- Scorecard
 - Matches rubric
- Presenter Background
 - Heading of scorecard info

Rubric

- It is important to review the rubrics before evaluating
 - This will help determine how you score a presentation
- See the rubric for demonstrations and illustrated talks on the next 3 slides
 - If the image is too blurry, these can be found on CCE Erie website (<https://erie.cce.cornell.edu/4-h-youth-development/public-presentation-information-and-resources-for-participants-and-evaluators>)
 - **Note:** this is only the rubric for the 2 most common types of presentations. Please review rubrics for other types of presentations (found on the website)



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? Scoring 1-4 based proportionately on effective use of time for subject matter.				Presenter uses adequate amount of time effectively in proportion to subject.
Gets point across	Audience gets no clear understanding of presentation; lots of rambling or confusion	Some rambling or filler or squeezing in too much info	Information presented in a concise, effective manner. Clear understanding of presentation	Excellent conveying of material; enhancing information & effective examples.	Outstanding and clear presentation of material; Keeps audience engaged.
Summary	No summary or closure	Minimal summary or new material introduced	Main points concisely reviewed; feeling of closure conveyed	Main points reemphasized; No new information introduced; Nice closure	Clear, concise summary; logical closure; main theme, points and statement of purpose reemphasized in brief manner

SUBJECT	1	2	3	4	5
Appropriate for age and experience	Obviously too complex or extremely simple for age	Simple topic fails to challenge, or presenter unable to handle complexities	Topic well suited for age and level of experience of presenter; neither too difficult or too easy	A more complex topic that challenged presenter and was handled capably	A challenging subject that was handled with extreme skill and superb execution.
Understanding of subject	Presenter shows little understanding	Shows some areas of misunderstanding or confusion	Clear evidence of understanding through use of information and handling of questions	Exhibits excellent grasp of information during presentation and questioning.	Superior grasp of information and ease of explaining, superb response to questions
Correct, up-to-date information; sources given	Incorrect information; no sources cited.	Questionable information, sources unclear	Facts or information based on reliable sources which are cited by presenter; adequate references	Full of facts backed up by reference to sources clearly defined by presenter	More than two references that clearly backup information conveyed; sources clearly referenced; webpage sites correctly documented.
One main theme; logical steps	No logical sequence; random jumping around; irrelevant information	Some areas of disorder and confusion	Info pertains directly to topic; logical order; easy to understand	Interesting or creative organization of information Order enhances presentation	Excellent organization and progression of information; Creative, deliberate progression

PRESENTER	1	2	3	4	5
Appearance	Not applicable; No 1's given for appearance	Inappropriate dress for public presentation (Ex. Clothes inappropriately revealing; holey or soiled pants; etc.)	Some aspects of presentation appearance, <i>within the personal control of the presenter</i> , could be improved upon (i.e. dirty hands, unkempt hair, shoes untied, etc)	Well groomed; neat, clean, appropriate attire for public speaking. START HERE INSTEAD OF AT THREE (Social/Economic allowances for all 4-Hers)	Extra thought and effort given to appearance; dressed to coincide with topic of presentation; color coordination; Went above and beyond general expectations
Eye Contact	Does not establish eye contact	Seldom made eye contact; occasional eye contact	Established eye contact with one or two persons in audience; may gaze over the tops of audience's heads.	Established eye contact with entire audience; moved head to include more than one or two people.	Excellent use of eye contact; Established and maintained eye contact with entire audience throughout presentation
Voice volume & rate	Voice too soft, barely audible; rate too fast or too slow	Voice not clear; inconsistent rate; voice drops off	Voice clear, projects well, generally consistent rate; voice stays audible—does not drop off.	Voice clear, distinct; projects well with appropriate volume and rate.	Voice very clear, distinct; projects and modulates tone to enhance specific points.
Posture	Slouching posture and/or leans consistently on table	Slouches, leans, or is too stiff; stands on one foot, etc.	Stands straight and erect; communicates confidence. Does not use table for support	Stands erect; professional demeanor, appropriate & effective movement.	Confident, upright, relaxed; movement enhances presentation.
Poise	Appears nervous Extremely uneasy Distractive fidgeting mannerisms	Appears somewhat uneasy or nervous Some fidgeting mannerisms	Appears generally calm and relaxed in front of audience; no fidgeting	Appears calm, relaxed; conveys confidence and is comfortable in front of audience.	Appears calm, relaxed, personable; engages audience with confident demeanor; very comfortable.
Enthusiasm/Inflection	Conveys boredom; lacks spark of enthusiasm	Some enthusiasm shown; needs much more.	Presenter conveys personal interest and enthusiasm for piece.	Clear enthusiasm shown throughout piece as shown in attitude and inflection	Infectious enthusiasm displayed and felt throughout presentation as displayed in attitude and inflection
Fielded Questions Adequately	Unable to respond in any way to questions	Hesitant, unsure of answer. Lacks confidence in knowledge	Responds accordingly to question Could respond with "I do not know."	Repeats the question; answers correctly. A response of "I don't know but will attempt to find this out" is preferable	Repeats question, gives clear, accurate response, may use many responses if more than one question asked. May show desire to seek out unknown answers or give possible sources

Scorecard – Evaluation Form

- The next slide is the evaluation form
 - This is what you will be filling out on the day of public presentations
 - The rubrics (previous slides) help you choose a score to put on the evaluation form (next slide)

Scorecard – Evaluation Form



Erie County



Illustrated Talk or Demonstration

Evaluation Form

Name _____ Age _____ Date of Birth _____

Address _____
Street City Zip

County _____ Years in 4-H _____

Number of previous presentations: County _____ District _____ State _____

Title of Presentation _____

Project Area (If applicable) _____

Approximate length of presentation (circle one): 5min. 7min. 10min. 15min.

Scoring Scale:	Outstanding-- No room for Improvement	Above expectation for level	Met expectation for experience level	Needs Improvement	Omitted Something Essential
	5	4	3	2	1

DELIVERY

- Introduction
- Proper Equipment/ Visual Aids
- Efficient Organization
- Proper Use of Notes/ Visual Aids
- Grammar/ Vocabulary
- Appropriate Length*
- Gets Point Across
- Summary

EVALUATOR'S COMMENTS

SUBJECT

- Appropriate for Age & Experience
- Understanding of Subject
- Correct, Up-to-date Information/ Sources Given
- One Main Theme with Logical Steps

PRESENTER

- Appearance (Neat & Appropriate)**
- Eye Contact
- Voice (Volume & Rate)
- Posture
- Poise
- Enthusiasm
- Fielded Questions Adequately

EVALUATOR'S OVERALL COMMENTS:

EVALUATOR'S SIGNATURE: _____ Time: start _____ end _____

Example Evaluation Forms

- Please review the **example evaluation forms** on the next 2 slides
 - These forms will also be available on the CCE Erie website, if the following images are too blurry
 - Email Maddie at mgw76@cornell.edu if you need help finding the example evaluation forms
- Note the comments left on the “correct” vs “incorrect” forms
 - Aim for constructive, but also positive, feedback!

Illustrated Talk or Demonstration

Evaluation Form

Name John Smith Age 10 Date of Birth 5/21/2009
 Address 21 South Grove St. East Aurora 14052
Street City Zip
 County Erie County Years in 4-H 3
 Number of previous presentations: County 1 District 0 State 0
 Title of Presentation Making Slime
 Project Area (If applicable) _____
 Approximate length of presentation (circle one): 5min. **7min.** 10min. 15min.

Scoring Scale:

Outstanding - No room for improvement	Above expectation for level	Met expectation for experience level	Needs Improvement	Omitted Something Essential
5	4	3	2	1

DELIVERY

- 3 Introduction
- 4 Proper Equipment/ Visual Aids
- 4 Efficient Organization
- 3 Proper Use of Notes/ Visual Aids
- 5 Grammar/ Vocabulary
- 5 Appropriate Length*
- 5 Gets Point Across
- 3 Summary

EVALUATOR'S COMMENTS

- Make sure you introduce your topic
 - Very creative Poster!
 - Next time try looking at your audience more.
 - Consider having a summary to wrap up your presentation and remind us what you talked about.

SUBJECT

- 5 Appropriate for Age & Experience
- 3 Understanding of Subject
- 3 Correct, Up-to-date Information/ Sources Given
- 5 One Main Theme with Logical Steps

- Make sure to state all your sources

PRESENTER

- 5 Appearance (Neat & Appropriate)**
- 3 Eye Contact
- 4 Voice (Volume & Rate)
- 5 Posture
- 5 Poise
- 5 Enthusiasm
- 3 Fielded Questions Adequately

- Great choice in outfit!
 - Don't be afraid to speak a little louder for your audience.
 - I can tell you love making slime
 - Remember to repeat the question before answering.

EVALUATOR'S OVERALL COMMENTS:
 Fantastic Presentation! Keep practicing and it will get easier to speak in front of an audience.

EVALUATOR'S SIGNATURE: Linda M. Kelly Time: start _____ end _____

8 minutes

Correct

Illustrated Talk or Demonstration

Evaluation Form

Name John Smith Age 10 Date of Birth 5/21/2009
 Address 21 South Grove St East Aurora 14052
Street City Zip
 County Frie County Years in 4-H 3
 Number of previous presentations: County 1 District 0 State 0
 Title of Presentation Making Slime
 Project Area (If applicable) _____

Approximate length of presentation (circle one): 5min. **7min.** 10min. 15min.

Scoring Scale:

Outstanding— No room for improvement 5	Above expectation for level 4	Met expectation for experience level 3	Needs improvement 2	Omitted Something Essential 1
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DELIVERY

EVALUATOR'S COMMENTS

- 3 Introduction
- 4 Proper Equipment/ Visual Aids
- 4 Efficient Organization
- 3 Proper Use of Notes/ Visual Aids
- 5 Grammar/ Vocabulary
- 5 Appropriate Length*
- 5 Gets Point Across
- 3 Summary

-You should have started with an introduction.
 + looked down a lot
 - No Summary

SUBJECT

- 5 Appropriate for Age & Experience
- 5 Understanding of Subject
- 3 Correct, Up-to-date Information/ Sources Given
- 5 One Main Theme with Logical Steps

- Only two sources

PRESENTER

- 5 Appearance (Neat & Appropriate)**
- 3 Eye Contact
- 4 Voice (Volume & Rate)
- 5 Posture
- 3 Poise
- 5 Enthusiasm
- 3 Fielded Questions Adequately

- Hard to hear

- Always repeat the question

EVALUATOR'S OVERALL COMMENTS:

Great Presentation!

EVALUATOR'S SIGNATURE: Russ M. [Signature] Time: start _____ end _____

8 minutes



Incorrect

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 Presentation

1. Youth will begin setting up the room as needed when it's their turn.
2. If present, the room host will introduce youth by saying at least youth Name and Presentation Title.
 1. If room host is NOT present, please introduce the speaker yourself
3. Presenter will begin to present in front of one of the teams of 2 evaluators and audience.
4. Begin evaluation – notes/scoring. **START TIMING** – timing begins once presenter starts and ends at conclusion (before questions)
5. When presentation is done, make sure to ask at least 2 questions if audience doesn't ask any.
6. Presenter will leave the room and wait to meet with Evaluators for a 1 on 1 discussion promptly after presentation is finished.

Post Presentation

- Take a moment to discuss the scores of the presentation- scores must be within one point of each other (ex. no 2 and 5 for intro between team)
- A private, friendly 1 on 1 discussion with the team of evaluators takes place after presentation to review the score in designated area.
- 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 are awarded after the meeting based on scores.

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)
- Parents are allowed in sit in on presentation and conference

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 45 minutes early
 - Check in
 - We will have a short evaluator meeting
 - Your room assignments & evaluation partner will be given to you (1st timers will be with an experienced evaluator)
 - Bring a positive attitude and smile 😊
- Light snacks & refreshments will be provided
 - Lunch break on Saturday dates
- Each room may have a Host that introduces the presenter, if none then Evaluators do intro
- Sit back and enjoy!

...

- After the presentation:
 - Remind youth that their presentations can be used as a fair entry!
- Scores will be done in the Tally Room
- Ribbons and certificates will be given out after scoring is complete near registration

Resources

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

Thank You 😊

See you soon!

Questions??

- Email
 - Maddie at mgw76@cornell.edu
- Call
 - 716-652-5400 x 130