



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Gain confidence in speaking to small groups.
- Understand the importance of preparation & practice in public speaking.
- Learn about the tools in their personal communication toolbox.

Time: 20 minutes

Equipment and supplies:

- Brown paper lunch bag, 1 per small group
- 10 small items in each bag; items can be duplicated between groups, but not within bag (*ex. small toys, candy, office supplies, tools, etc.*)
- Timer/stopwatch for each small group

Do Ahead:

- Review lesson.
- Have brown lunch bags pre-filled with 10 small items, 1 bag per small group.
- Run copies of 'Your Communication Toolbox' handout for participants.

Public Speaking

BACKGROUND

Not a fan of public speaking, no matter the audience? Chances are you have already faced a public speaking situation – a speech at school, a 4-H club demonstration, a job or project interview, or even just sharing your opinion in front of a group of your friends. Did the experience send you running scared, or did you face the experience head-on? The truth is you WILL continue experiencing public speaking situations throughout your teen and adult life. Therefore it is important to remember these things:

- 1) Communication is an essential skill for success in any field;
- 2) Communication includes speaking *and* listening;
- 3) Practice makes perfect! Use your *Communication Toolbox!*

WHAT TO DO

Activity: Grab Bag

Divide teens into small groups; 4-6 teens per group works best. Give each group of teens a bag pre-filled with small items and a timer/stopwatch (or they could use a cell phone). One by one, each member of the small group will pull an item (without looking) from the grab bag. Item in hand, that teen must introduce themselves to the small group and then speak for 30-seconds about the item they have. A fellow group member should keep time; 'speeches' must stay within the time limit.

Activity: Review Your Toolbox

Distribute 'Your Communication Toolbox' handouts to all participants. Review tools on the handout and discuss the role of each in preparing for public speaking. Ask for 2-3 volunteers (depending on time) who are willing to come to the front of the room and complete the 'Grab Bag' activity in front of all participants, using their communication toolbox!



Sources:

- Boomershine, B., Bradley, L., Tackett, K., & Villard, J. (2009). *CARTEENS*. Columbus, OH: Ohio State University Extension.
- Ohio State University Extension. (n.d.). *Demonstrations for 4-H Members (909R)*. Retrieved from http://www.ohio4h.org/sites/ohio4h/files/d6/files/publications/documents/4H_909R.pdf.

Prepared by:

Jessica Rockey, Extension
Educator
4-H Youth Development
OSU Extension Perry County
Phone: 740.743.1602
Email: rockey.16@osu.edu

Reviewed by:

Ohio 4-H Teen Leadership
Design Team Members

TALK IT OVER**Reflect:**

- How did you feel (physically/mentally/emotionally) about speaking, unprepared, in front of your small group?
- Did you learn something new, or something that surprised you?

Apply:

Consider your reflection on the grab bag activity the next time you are given a public speaking assignment. Remember the importance of preparation and practice! Try leading these activities at the next meeting for another organization you are involved in – you might be surprised at the role communication plays in any setting!

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.



When building a speech or presentation, use these tools:

1. **BLUEPRINTS** or **INSTRUCTION MANUALS** - depending on the 'job' either or both may exist! Be aware of guidelines, and follow them. Organization and planning are crucial, create an outline to organize your thoughts and information. Lots of communication 'instruction manuals' exist, here are 2 to check out:

Demonstrations for 4-H Members, 4-H #909R, www.ohio4h.org/publications
CARTEENS, 4-H #511R, available through County Extension Office



2. **PLIERS** - Pull your information together; make sure you **KNOW** your topic **AND** your audience. Research both to be sure your topic is appropriate for the audience, and you are comfortable in speaking about it.

3. **MEASURING TAPE** - Have you heard the saying, "*Measure twice, cut once?*" This applies to communication as well; practice makes perfect is a similar idea. Before giving your speech or presentation in front of the intended audience, practice in front of the mirror or people that don't trigger your nerves. Often, you also need to measure the **TIME**, especially if you have been given a time limit or requirement!



4. **SAFETY GLASSES** - Maintain eye contact with your audience, or at least make them think you are! Keep your head up and eyes focuses at (or above!) the crowd. **DO NOT** look down at a podium and/or notes constantly. In 1-on-1 settings, eye contact is essential to demonstrate your focus and interest. In small groups, maintain eye contact with all group members; make sure all are hearing your message.

5. **DRILL** - Remember volume; speak loud enough to be heard (especially if there is background noise), but not so loud you irritate your audience! And speak slowly and clearly; don't let nerves speed you up!



6. **SAW** - Cut straight to the point. Don't add unnecessary information or fluff, but give the details.

7. **SCREWDRIVER** - Be creative, presenting your topic with a *twist* is a great way to be memorable!



8. **HAMMER** - When wrapping up, drive your point home; repeating key points is a good way to make sure your message is heard.



9. **HARDHAT** - Be sure you dress the part, be appropriate for the setting. You also need to be prepared for '*falling debris*' or criticism...which can be hard to take, but is guaranteed to help you grow and improve.



10. **SMILE** - Although not in your toolbox, **THIS** is a tool you should never leave home without. Your smile helps you appear pleasant, approachable, and confident...even when your heart is racing and palms are sweating!

Developed March 2015 by: Jessica Rockey, 4-H Educator, Perry County -and- Perry Co. 4-H CARTEENS

