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# **SUGGESTED TEACHER**

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# **LESSON PLAN**

**UF** | IFAS Extension  
UNIVERSITY of FLORIDA



FLORIDA 4-H  
FOUNDATION

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## STATEWIDE TITLE SPONSOR

The Florida 4-H Public Speaking Program is funded in partnership with the Florida 4-H Foundation and [Florida Power & Light Company \(FPL\)](#).

FPL is the title sponsor for the program providing funding for awards and marketing assets and should be recognized as such in promotional materials. Program logos including FPL are provided for use and should not be altered nor distorted.

Local FPL representatives may be available to support your programming by participating as a judge or guest speaker at your competitions. Reach out to your local 4-H professional for assistance in connecting with your local FPL representatives.

FPL also invests in STEM Education. For information on their available resources, visit [FPL | Community | Energy Curriculum](#).



## PROGRAM ADMINISTRATION

The Florida 4-H Public Speaking Program is administered through the 4-H Youth Development Program, Cooperative Extension Service of the University of Florida (UF), Institute of Food and Agricultural Sciences (IFAS).

**4-H** is the nation's largest youth development organization. Over 200,000 members in the State of Florida help to make up the community of more than 6.5 million young people across America. 4-H is a non-formal, practical educational program for youth. Florida 4-H is the youth development program of Florida Cooperative Extension, a part of the University of Florida IFAS.

**Extension** is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. The University of Florida (UF), together with Florida A&M University (FAMU), administers the Florida Cooperative Extension Service.

At the University of Florida, Extension is in the **Institute of Food and Agricultural Sciences (IFAS)**, along with the College of Agricultural and Life Sciences (CALs) and the Florida Agricultural Experiment Station and is called **UF/IFAS Extension**.

## OBJECTIVES

With any school program, its success can be credited to the classroom teacher. We appreciate your eagerness to participate and have compiled this booklet to assist your planning. Your students will thoroughly enjoy this hands-on, learn-by-doing activity.

Why is public speaking important? As one of the most important and dreaded forms of communication, public speaking affects everyday interactions. Working with your students to build and hone this vital skill will have an enormous impact on their level of success within life and the workplace.

The best time to teach people to talk and think on their feet is when they are young. This is the objective of the Florida 4-H Public Speaking Program (FL4-H PSP).

The FL 4-H PSP is structured to be a part of everyday classroom activities. In addition, the excitement of a competition is added. A real challenge occurs when children prepare to express themselves in front of an audience. Some students overcome their initial fear of public speaking more easily than others. The emphasis of the FL 4-H PSP is on the growth of every student participant. It is important for all young students to have an opportunity to take pride in the expression of their ideas.

## GENERAL GUIDELINES

The FL 4-H PSP is designed to give 4th, 5th and 6th grade students experience in the preparation and delivery of a speech. Typically, there is an elementary school competition for 4th and 5th grade students, and a middle school competition for 6th grade students. Each participating teacher should plan to spend one week on the FL 4-H PSP. The suggested outline in this booklet has produced excellent results in the past. However, each classroom is different. Teachers may make changes to adapt the activities for the needs of their students and available time frame.

### Student objectives:

- Recognize the necessity of obtaining as much information as possible on a given topic.
- Carefully organize the material to be presented in a timely and orderly speech.
- Develop a pleasing personal style before an audience.
- Acquire the ability to speak convincingly in public and to express ideas effectively.
- Develop confidence and poise.

### Teacher responsibilities:

- Help students create, write and present speeches.
- Choose the classroom winner to perform in the school competition.
- Select one overall school winner to attend the county competition.
- Prepare the school winner for the county competition.

### Speech guidelines:

- Speeches must be specifically prepared for the FL 4-H PSP.
- Speeches must be original and relate to the student's interests.
- Speeches should be no less than two minutes and no more than three minutes in length.
- Penalties are given for shorter or longer speeches.
- No visual aids are allowed when giving a speech.
- NOTE: Notecards are not considered visual aids and may be used. However, costumes, props and pictures are considered visual aids.
- Students who participate more than one year must create a different speech each year.

## SUGGESTED CURRICULUM

### Day One - Introduction and Topic Selection

- To stimulate ideas, have the students write a response to the following phrases:
  - Something exciting that has happened to you
  - Something you have read a lot about
  - Something that means a lot to you.
- From this list of ideas, each student should choose a topic and be prepared to give a talk in front of the class on the date selected.
- Explain that it is normal to feel nervous when asked to talk in front of a group.
- Send home the Parent's Letter explaining their child's participation in the FL 4-H PSP at the classroom level.
- Homework assignment: Have each student ask an adult if they have ever had "butterflies" when giving a talk in front of an audience. Ask the adult to help the student create three main points about their chosen topic.

### Day Two - Creating and Writing a Speech

- Ask students to stand up and share their topic and the main points of their speech with the class.
- Make constructive suggestions to each student regarding logic, organization, and transitions.
- Assign unprepared students to work together as a group while the others create their speeches.
- Discuss how introductions should:
  - Grab the audience's attention
  - Highlight the main points to be covered
  - Let the audience know why they should be interested in the topic
- Give an example of a good introduction such as: "Have you ever wondered just how many people can fit into the world? Well, if you're like me, you are concerned about things like that. My parents and I traveled to India last year and saw thousands and thousands of people. It was then that I asked my parents the question, 'How many people could fit into the world?' Well, my dad and mom told me to 'look it up.' They are always telling me that. So, I did. And here is what I found. First, I'd like to talk about how many people there are in the world. Second, I want to tell you about how many people are being born and how many people will be in the world by the year 2000. Last, I'd like to talk about how many people the world can really hold. So how many people does the world have now? Well..."
- On this day, give out the "Great Speech Tips" information sheet.
- Homework assignment: Have children create the introduction, the main points, and the concluding remarks of their speech. Parental involvement is encouraged.

## Days Four and Five - Presenting Speeches

- Final speeches are judged in class.
- Suggested points to look for when judging:
  - **Composition of Speech**
    - **Choice of material** - student uses original material, subject is unique
    - **Effective introduction** - interesting, captures attention and indicates the topic
    - **Effective body or main portion of speech** - a logical and smooth flow of the material
    - **Use of language** - effective selection, combination and use of words
    - **Effective conclusion** - summarizes material and concludes speech effectively; not too abrupt
    - **Time length** - automatically receive 10 points if within the time limit; the staff that is tabulating the results will mark any penalties
  - **Presentation of Speech**
    - **Audience bond** - establishes and maintains eye contact with members of the audience
    - **Delivery** - fluent and smooth and appears relaxed
    - **Pronunciation** - correct
    - **Articulation** - clear, easy to understand
    - **Volume** - appropriate volume level; effective changes to volume level throughout speech
    - **Speed** - speaks at a speed that can be understood, varies speed, and uses pauses effectively

## PUBLIC SPEAKING TIPS

### Preparation

- A good speech takes time to prepare. Students should jot down thoughts, ideas, anecdotes, or illustrations that will help them develop the central idea or theme of their speech. Students might want to research other people's thoughts on the subject.
- All ideas should support the central theme of the speech. Discard any ideas or illustrations that do not support the theme.
- Prepare a good outline of the speech. This helps students convey their ideas in a forceful and logical manner.
- Believe in the message. No amount of training or practice gives students as much self-confidence, courage, or persuasiveness as their own belief in the truth of what they are saying.

## **Presentation**

- Take time to get settled and comfortable. Students should walk naturally to the speaker's platform, arrange their notes on the podium and pause to collect their thoughts. Breathe deeply, look directly at the members of the audience, and don't rush into the speech.
- Appear confident and friendly toward the audience. If this is done with ease, the audience relaxes and is more receptive.
- Keep focused on one thing - the subject. If students forget what they are going to say, they should pause in a natural way. A new idea can be created, or the original thought may be remembered.
- Be attentive to other speakers. While others are speaking, students should listen and not shuffle papers or notes.

## **Delivery**

- Practicing in front of a mirror helps students feel more comfortable.
- Gestures should be natural. Every movement that does not add to the presentation detracts from it.
- Get plenty of sleep the night before the speech.
- Dress neatly and in comfortable clothing.
- Speak naturally and from the heart.
- Smile; stand up straight; and try not to be stiff.
- Stress important words during the speech.
- Take pauses before and after important ideas.
- Talk to the audience as if talking to friends.

## **Opening a Speech**

- The opening should be casual and friendly.
- Arouse the curiosity of the audience by asking a direct question, starting with a surprising fact, or showing how the topic is of interest to the audience.

## **Closing a Speech**

- Don't talk about stopping; just stop.
- Always stop before the audience expects it.
- Close with the idea the audience should remember the longest.
- A good ending might leave the audience laughing or smiling.
- There is no need to thank the audience; they should be thanking the speaker.

## RESOURCES

Several digital resources are available to you on the [Florida 4-H Website](#) and through your local 4-H professional.

Please carefully note the intended use for each of the materials –

**Suggested Teacher Lesson Plan** – This curriculum guide provides step-by-step suggestions for teachers to implement the week-long program in their class. Provide one (1) for each teacher participating in the program.

**Great Speech Tips!** – Provide one (1) for each student. Available in English and Spanish.

**Parent/Guardian Letter** – Provide one (1) for each student. Available in English and Spanish.

**Certificate of Recognition** – At discretion of 4-H coordinator to recognize everyone’s achievement. It is the classroom teacher’s responsibility to see that they are properly filled out and distributed to the students.

**Judging Sheet** – Provide to the judges to use for scoring each level of the contest. Available in English and Spanish.

**Constructive Critique Sheet** – This can be provided to teachers to help prepare their students for the contest.

**Judging Comment Tips** – This can be provided to judges to help orient them to potential ways of providing positive and constructive feedback. This is specifically focused on judging public speaking.

**Constructive Comment Tips** – This can be provided to judges to help orient them to potential ways of providing positive and constructive feedback. This is a generalized document that can be used for judging any competition.

## CLASSROOM COMPETITION

Classroom judging is the teacher’s responsibility. The teacher may select the winner or invite others to judge. Other methods appropriate for a particular classroom may be used. Winners are selected based upon the highest number of accumulated points from the Judging Sheet located on the 4-H website or in the packet received from your local Extension Office.

### Classroom Competition Awards

- A blue ribbon is awarded to the first-place classroom speaker.



- A red ribbon is awarded to the second-place classroom speaker.
- A white ribbon is awarded to the third-place classroom speaker.

## SCHOOL COMPETITION

Each first-place classroom winner advances to a school competition. Winners are selected based upon the highest number of accumulated points on the judging sheet. Teachers may coordinate the school competition in any of the following ways. These examples are only suggestions:

- The competition may be held during a school assembly or as an after-school activity.
- Include the contest as part of a P.T.A. function.
- Teachers or qualified guests may serve as judges.

### School Competition Awards

- A gold medallion with a blue ribbon is awarded to the first-place speaker.
- A silver medallion with a red ribbon is awarded to the second-place speaker.
- A bronze medallion with a white ribbon is awarded to the third-place speaker.

## COUNTY COMPETITION

First-place speakers from each school present their speeches at a final county competition which is coordinated by the County 4-H Cooperative Extension Office. Winners are selected based upon the highest number of accumulated points on the Judging Sheet located on the 4-H website or in the packet received from your local Extension Office. The date and location are announced by the local 4-H professional. Parents, teachers, and friends are invited to attend.

### County Competition Awards

- An award is given to the first, second, and third place speakers.
- An optional "Honorable Mention" award can be given at the discretion of your local 4-H professional and judges.

As an educator, your role in the success of this program is vital. Florida 4-H appreciates your contribution to developing our future leaders.