



## MEETING 4: PREPARE FOR CONFERENCE

*“Compromise does not mean cowardice”. John F Kennedy*

### Before Meeting 4

- Remind members of meeting and to bring registrations if not yet handed in
- Review all material in the coordinator’s packet
- Review all material in the curriculum packet, especially Meeting 4
- Remind delegates to bring their bill research
- Materials needed:
  - Tri-fold display board
  - Materials for display
  - Paper and writing utensils
  - Food and snacks
  - Make copies of:
    - Bill Book (KYG website)
    - Bill Display Checklist (Handout section)
    - Public Speaking Feedback Form (Handout section)
    - Getting the Point Across (Handout section)
    - Conference Agenda (Handout section)

### Objectives of Meeting 4

- ❖ Finish Legislative Process Game
- ❖ Create Bill Display
- ❖ Practice testimony for and against bills
- ❖ Finalize plans for conference

### Activity 12: Prepare Bill Display and Finish Legislative Process Game

*Life Skill Objectives: learning to learn*

*~ remembering information that is learned, to help ensure information is retained*

*~using the learned information in new situations, to solve problems, or to change one’s behavior*

*EALRs: Social Studies-5.1 Use critical reasoning skills to analyze and evaluate positions.*

*5.2 Use inquiry-based research.*

*5.3 Deliberates public issues.*

*5.4 Creates a product that uses social studies content to support a thesis and presents the product in an appropriate manner to a meaningful audience.*

Hand out the **Bill Display Checklist** and create a display using the bill research delegates found prior to the meeting. Use this time to also finish the Legislative Process Game to bring to the conference if not already completed.

### Activity 13: Practice Testimony

*Life Skill Objectives: self responsibility*

*~personally accountable without supervision*

*~reliable, can be depended on*

*EALRs: Communication-3.1 Use knowledge of topic/theme, audience, and purpose to plan presentations.*

*3.3 Use effective delivery.*

*4.1 Assess effectiveness of one’s own and others’ communication.*

Hand out **Public Speaking Feedback Form** and **Getting the Point Across**. Review with delegates and have them create testimony for their bill and similar bills.

Also have delegates review the **Bill Book** and find opposing bills. Create testimony to speak against these bills.

Have each delegate practice his or her testimony and have the rest of the delegates use the **Public Speaking Feedback Form** as a guide to provide individual feedback.

### **Activity 14: What is happening at the conference?**

*Life Skill Objectives: planning and organization*

*~consider the total situation*

*~identify the parts, steps and necessary sequence or order*

Hand out the conference agenda and discuss what will be occurring in each session, topics you briefly covered in the first meeting. Answer any questions about what will be happening at the conference.

#### **Reflect: (So What?)**

Do you feel prepared to attend the conference?

#### **Apply: (Now What?)**

What do you think we can expect from the activities we'll participate in at KYG?

What skills will be most important for us to have practiced and be ready to apply?

### **Activity 15: Finalize plans**

*Life Skill Objectives: self responsibility*

*~personally accountable without supervision*

*~answering for own actions*

*~uses good judgement*

Discuss transportation, review the dress code, confirm appointments with legislators, etc.

#### **At the End of Meeting 4**

- Remind delegates to watch TVW on television or on [www.tvw.org](http://www.tvw.org) at least once a day leading up to the conference so they can become familiar with the processes of committee hearings and floor sessions. This familiarity will give them the confidence they need to do well at the conference.
- Remind everyone to research and prepare for their role- the more that they know and practice, the better they will be prepared for conference, and the more fun they will have.

**"Democracy is never a thing done. Democracy is always something that a nation must be doing."**

-- Archibald MacLeish, American poet, public official (1892-1982)

**"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."**

-- Margaret Mead

# Handouts for Meeting 4

## **Your Bill Display Checklist**

- Tri-fold poster – must be able to stand alone on a table to be displayed
- Bill Number and Short Title – 36 size font or larger
- Problem statement or description of issue – A written summary of the problem. No more than one page. Make sure to identify sources used.
- Description of solution – A written summary of how the bill solves the problem. No more than one page. Make sure to identify sources used.
- Advantages of your solution – List of bullets no more than half a page
- List of supporters – List of bullets no more than half a page
- Bill language (at least one copy available on table)
- Bill analysis using form from Meeting 3 (at least one copy available on table)
- Fiscal note (at least one copy available on table, if available)
- Two Pictures 4 inches or larger – Pictures can include charts, graphs, photos, drawings, political cartoons, newspaper headlines, tables of statistics and other illustrations related to the policies. Each picture should have a caption or title.
- Feel free to be as creative as you want, add color or don't! Play around with design and make it represent the “coolness” that is your county delegation.

## PUBLIC SPEAKING FEEDBACK FORM

Have delegates use this form to help their candidate improve their public speaking for speeches and debates.

	EXCELLENT	OK	NEEDS IMPROVEMENT	COMMENTS
<b>CONTENT</b>				
Introduction				
Establishing Main Idea				
Transitions				
Sup-points				
Stories				
Examples				
Sincerity				
Humor				
Conclusion				
Organization				
<b>SPEAKING STYLE</b>				
Eye Contact				
Posture				
Gesturing				
Pacing				
Confidence				
Facial Expressions				
Volume				
Voice Inflection				
Handling of Mistakes				
Handling of Distractions				

Other GREAT resources:

CCS Curriculum – Communication Activities for Youth ***The Perfect Fit***

Your KYG County coordinator should have a copy of this book with his/her curriculum packet.

***Building Everyday leadership in All Teens***, by Mariam B. MacGregor  
Chapter 19, Getting the Point Across (See handout)



FIND OUT MORE ABOUT IT

## Getting the Point Across

Most people don't look forward to public speaking. How scary and nerve-wracking to have everyone looking at you! But speaking well can set you apart as a leader. Effective speakers get their messages heard and also build others' confidence in them.

With practice and experience, you can build confidence when trying to have your voice heard. Seize every opportunity you can—whether you're talking to the parents of kids you baby-sit, mentoring a younger student, volunteering as your youth group's spokesperson, or representing teen voices at a city council or school board meeting. Keep the following tips and techniques in mind as you practice.

### Getting Ready to Speak

- \* If you have time to prepare, then prepare! Research your topic and your audience. Learn their interests and the issues that are important to them. Capture their attention and emotions.
- \* Capitalize on your strengths. If you're good at quickly putting together ideas on the spot, then only loosely organize what you want to say and let your comments flow. If your mind goes blank in front of a crowd, then write down some more detailed notes. Presenting in a way that is natural for you will be more comfortable.
- \* Identify what makes you feel more at ease speaking in front of a group. Most people are more confident when speaking on topics they know well.
- \* Organize your speech the same way you do a written paper. Include an introduction, a body, and a conclusion. Be sure also to allow time for answering any questions from the audience.
- \* Write notes to organize your thoughts. But use the notes for reference only and avoid reading them as if you were reading a story. Prepare the

outline in a way that you won't be tempted to read it from start to finish without looking up.


- \* Use humor if it makes sense to include it in the presentation. Keep in mind who your audience is and avoid potentially offensive jokes or comments. Jokes can often fall flat and create an uncomfortable atmosphere, so plan what you may say afterwards if the audience doesn't laugh.

### Speaking to an Audience

- \* If you don't have time to prepare, get tense, or are unable to answer a question, first take a deep breath to calm yourself. Depending on the situation, slow down the pace of what you're saying or recheck your notes. Ask for a minute or two to put your thoughts together. Jot some notes to organize your ideas before giving your response. Or, say that you would like some time to give it more thought and will follow up later. Make sure you do. If others are presenting with you, ask someone to take over where you left off.



## Getting the Point Across (continued)

- ✦ Work on your weaknesses. If you're nervous talking in front of others, avoid saying, "I'm nervous." People may not even notice you're nervous. If they do, then it's already obvious and there's no need to draw attention to it.
  - ✦ If you easily connect with others individually, extend this ability in public speaking. Think of public speaking as simply having a conversation with many people instead of just one!
  - ✦ Remember you're talking to real people. Maintain eye contact for a second or two with as many in the audience as possible. Notice people who are nodding in agreement or frowning in disagreement. Instead of just talking at the audience, ask people questions to grab their interest.
  - ✦ Show the audience respect. You may be the expert on a topic, but avoid implying that you are more knowledgeable than the audience. They'll be more likely to remember and value what you said.
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- ✦ Be passionate about your topic. Even if it's an everyday subject, connect your audience with how you feel about what you're saying.
  - ✦ Allow silence. Don't feel that you have to fill every second with your voice. Audiences need time to process what they've heard. Using silence also shows that you're comfortable speaking in front of others and don't have to fill the air with noise to cover your nervousness.
  - ✦ Practice good grammar. Avoid mumbling and using slang or words you really don't know. If someone asks you a question using unfamiliar words, say, "I'm not sure what you're asking. Would you please rephrase your question?" If you pretend to understand, you could potentially give a response that isn't even close!

For more about communication skills, see "What You *Don't* Say Can Say It All" on page 38 in session 7 and "Listening Blocks" on pages 44–45 in session 8.