Assessment

Presentation Skills
Third Edition

The objectives of this book are:

- To explain how to build credibility and confidence as a speaker

- To show how to use presentation technology to your advantage

- To provide techniques for preparing and delivering a presentation well

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Assessment Questions for
Presentation Skills, Third Edition

Select the best response.

1. A good way to deal with speech anxiety is to:
    A. Release tension by doing isometric exercises
    B. Inhale deeply a number of times
    C. Have someone critique your speech ahead of time
    D. Stand still as you speak
    E. A, B, and C

2. Which of the following appearance guidelines is inappropriate for women when giving presentations?
    A. Choose longer sleeves to appear more business-like
    B. Wear subtle accessories
    C. Avoid wearing bright reds and oranges
    D. Let your hair be the dominant feature of your face

3. Which of the following appearance guidelines is inappropriate for men when giving presentations?
    A. Avoid checkered clothes
    B. Wear a red power tie
    C. For television, choose a light gray shirt instead of a white one
    D. Wear glasses only if you need them to see the audience or to read visual aids

4. Attractive and effective visual aids incorporate:
    A. One key point per visual
    B. Patterns in color presentations
    C. Tabular data as opposed to graphs
    D. 30 visuals for a 30-minute presentation

5. If you have a large amount of number data, you should:
    A. Present the information in columns of numbers
    B. Use a maximum of 100 numbers per visual
    C. Be complete by putting all your data into the visual
    D. Put only the totals in a visual and the rest of the information in a handout

6. When presenting text in a visual aid, you should avoid:
    A. Making key points with bulleted phrases rather than complete paragraphs
    B. Having no more than six lines on a single screen
    C. Using more than three or four colors per slide
    D. Mixing text with charts

7. Lack of visual elements in a teleconference helps keep the participants' attention focused on the conversation.
    A. True
    B. False

8. In answering questions after a presentation, you should:
    A. Repeat the question unless you are sure everyone could hear it
    B. Maintain the style you have used for your original presentation
    C. Not be afraid to say that you don't know the answer
    D. Address your answer specifically to the person who asked it
    E. A, B, and C

9. To avoid dividing the attention of the audience between you and your visual aid, you can:
    A. Shut off the projector when a lengthy explanation is needed and there is no need to watch the screen
    B. Erase the whiteboard when you have finished making a point
    C. Avoid passing objects around the audience during the presentation
    D. Turn a flip chart page when you have finished referring to it
    E. All of the above

10. Before a presentation, check out all equipment you will use to be sure it is in working order and:
    A. Have a spare bulb available if using a projector
    B. Have a back-up plan if a computer should fail to work
    C. Order a microphone if you will be speaking to more than 50 people
    D. Arrange handouts for easy distribution
    E. All of the above

11. If your voice is too soft or monotonous:
    A. The problem is likely caused by anxiety.
    B. It can hurt your credibility as a presenter.
    C. Breathing deeply and frequently can help.
    D. Upper and lower body movement can help.
    E. All of the above

12. The audience at a presentation is likely to be more specialized than the audience at a speech.
    A. True
    B. False

13. Complete spontaneity is the best way to handle presentation stress. Rehearsal will only make you more nervous.
    A. True
    B. False

14. Rehearsing a presentation:
    A. Should be done out loud at least twice
    B. Can be done mentally, through visualization
    C. Should be a time to memorize exactly
    D. A and B

15. In using a laser pointer, a good technique is to:
    A. Point to a word you want to highlight
    B. Circle a visual element of a slide
    C. Hold the pointer in the hand furthest from the screen

16. All but one of the following statements relates to analyzing your audience. Choose the statement that is not true.
  A. Assume all members of the audience are familiar with your terminology
  B. It is important to assess the needs of the audience.
  C. The psychological environment can affect how your audience receives you.
  D. Audience demographics can have an effect on the success of your presentation.

17. It is best if the exit and entrance to the room in which you are speaking are:
  A. At the rear of the room
  B. At the front of the room
  C. At both the front and rear of the room
  D. In several locations

18. In planning a speech, start by writing down:
  A. All possible main ideas
  B. The most important points in order of appearance
  C. A single main idea

19. Telling a joke is a good way to begin a speech:
  A. At all times
  B. If the joke fits the situation
  C. Even if it has nothing to do with the situation
  D. If your audience is large

20. Beginning a speech by asking an open-ended question is:
  A. Always desirable
  B. Best if you ask for a show of hands as an answer
  C. Best if you wait for someone to reply
  D. Not a good idea

21. The 5 x 5 rule for text visuals suggests that you should have:
      A. Five lines with a maximum of five words per line
      B. Five different visuals for every presentation
      C. A minimum of five words per line
      D. 5 words on each visual

22. When using computer-projected slides, you should use the gradual revelation and the "build" techniques frequently.
      A. True
      B. False

23. Presentation software enhances a presentation when slides:
      A. Are used to avoid interaction
      B. Present a large amount of data
      C. Reinforce key points
      D. Serve as notes for the speaker to read

24. When giving a presentation, it is best to:
      A. Focus your eyes on a spot at the back of the room
      B. Concentrate your eye contact on two or three key people throughout the presentation
      C. Make eye contact with individuals for three to five seconds per person

25. An interactive and animated presentation style allows your nervous energy to flow in a positive form.
      A. True
      B. False

Answer Key for
Presentation Skills, Third Edition

Recommended response (Corresponding workbook page)

1. E (8-10)	6. C (34)	11. E (78)	16. A (18-19)	21. A (37)
2. D (15)	7. B (58)	12. A (viii)	17. A (68)	22. B (44)
3. B (16)	8. E (84)	13. B (8)	18. A (22)	23. C (54-55)
4. A (34)	9. E (47)	14. D (8)	19. B (24)	24. C (80)
5. D (36)	10. E (68)	15. B (50)	20. B (24)	25. A (75)