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# Assessment

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# *Presentation Skills*

## *Fourth Edition*

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Complete this book, and you'll know how to:

- 1) Evaluate your skill and build confidence as a speaker
- 2) Prepare the content of a successful presentation
- 3) Use presentation technology to your advantage
- 4) Prepare yourself and the room for a successful presentation
- 5) Deliver a presentation well



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## **Assessment Questions for Presentation Skills, Fourth 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. Thirty visuals for a 30-minute presentation
5. If you have a large amount of numeric 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 of your data into the visual.
  - D. Put only the totals in a visual, and put 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. A 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 heard 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 that it's in working order, and:
  - A. Have a spare bulb available if you're using a projector.
  - B. Have a backup plan in case a computer fails 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 your presentation exactly
  - D. A and B
15. When you're 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. The following statements relate to analyzing your audience. Choose the statement that is not true.
  - A. Assume that 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 affect the success of your presentation.
17. It is best if the exit and entrance of 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 the order in which you'll discuss them
  - 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  $5 \times 5$  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. Five words on each visual
22. When using computer-projected slides, you should use the gradual revelation and “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 you’re 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

**Assessment Answer Key for  
Presentation Skills, Fourth Edition*****Recommended response (Corresponding workbook page)***

1. E (12)	8. E (71)	15. B (49)	22. B (42)
2. D (55)	9. E (50)	16. A (21)	23. C (37)
3. B (56)	10. E (57)	17. A (58)	24. C (69)
4. A (37)	11. E (68)	18. A (26)	25. A (42)
5. D (39)	12. A (21)	19. B (28)	
6. C (43)	13. B (13)	20. B (71)	
7. B (42)	14. D (13)	21. A (39)	