
Assessment

Meeting Skills for Leaders

Fourth Edition

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

- 1) Select the right type of meeting to hold, and plan it effectively.
- 2) Select and arrange facilities and equipment best suited to each situation.
- 3) Conduct meetings that are interactive and productive.
- 4) Lead stimulating discussions and handle conflict effectively.
- 5) Evaluate meeting effectiveness and take steps to improve future meetings.



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Assessment Questions for Meeting Skills for Leaders, Fourth Edition

Select the best response.

1. A meeting relies on communication to achieve its objectives.
 - A. True
 - B. False
2. The wishes of participants are important when choosing a meeting time.
 - A. True
 - B. False
3. An effective leader lets the meeting go wherever participants choose to take it.
 - A. True
 - B. False
4. Motivation to change is not required in order to improve meetings.
 - A. True
 - B. False
5. Evaluation forms are used mainly to record participant reactions in order to stimulate problem solving.
 - A. True
 - B. False
6. An effective meeting must consider the satisfaction of all participants.
 - A. True
 - B. False
7. Ground rules are an effective way to specify how participants should behave during a meeting.
 - A. True
 - B. False
8. Meeting facilities can affect a participant's attitude.
 - A. True
 - B. False
9. Overhead questions are asked of an individual participant.
 - A. True
 - B. False

10. Evaluations can be obtained while a meeting is in progress.
 - A. True
 - B. False
11. Effective meetings can consume unlimited time.
 - A. True
 - B. False
12. Every meeting should conclude with a summary of main points.
 - A. True
 - B. False
13. Unanswerable questions are a good way to stimulate discussion.
 - A. True
 - B. False
14. Participants' physical comfort is an important consideration when choosing a meeting place.
 - A. True
 - B. False
15. Self-evaluations are usually sufficient to improve meetings.
 - A. True
 - B. False
16. A majority of business executives are bothered by the ineffectiveness of the meetings they attend.
 - A. True
 - B. False
17. All disruptive behavior should be dealt with in the meeting.
 - A. True
 - B. False
18. Question-and-answer sessions should always be part of an information meeting.
 - A. True
 - B. False
19. Evaluation forms distributed as you adjourn the meeting generally receive more participant attention than those used at the end of the meeting.
 - A. True
 - B. False

20. Desired communication patterns influence the arrangement of the meeting room.
 - A. True
 - B. False
21. Drifting off the subject is a common complaint about meetings.
 - A. True
 - B. False
22. Decision-making meetings should have a clear objective.
 - A. True
 - B. False
23. Your voice can be an effective tool to help meeting participants regain interest.
 - A. True
 - B. False
24. Conflict is to be expected in decision-making meetings.
 - A. True
 - B. False
25. Trained, unbiased observers can be the most effective evaluators.
 - A. True
 - B. False
26. Information meetings are best conducted in a participative style.
 - A. True
 - B. False
27. A classroom-style arrangement is best for a problem-solving meeting.
 - A. True
 - B. False
28. Brainstorming is effective in creating potential alternative solutions to problems.
 - A. True
 - B. False
29. A talkative person should be allowed to dominate a meeting.
 - A. True
 - B. False
30. More than one attempt at improvement may be required before a problem in conducting meetings is cleared up.
 - A. True
 - B. False

31. Decision-making meetings can be conducted through interactive group discussions.
 - A. True
 - B. False
32. Brainstorming sessions should be run in an orderly fashion.
 - A. True
 - B. False
33. A conference table is required in every meeting room.
 - A. True
 - B. False
34. All conflicts can be resolved.
 - A. True
 - B. False
35. Regularly scheduled staff and committee meetings do not need to be evaluated.
 - A. True
 - B. False
36. Decision-making meetings can be conducted with any number of participants.
 - A. True
 - B. False
37. Useful feedback is evaluative rather than descriptive.
 - A. True
 - B. False
38. Voting is the best form of decision-making in small meetings.
 - A. True
 - B. False
39. A computer presentation is the most trouble-free type of presentation, since it uses state-of-the-art equipment.
 - A. True
 - B. False
40. All conflicts will be resolved.
 - A. True
 - B. False
41. It is a good idea to invite everyone who wants to come to any particular meeting.
 - A. True
 - B. False

42. Consensus decisions tend to be the highest quality decisions made by group.
 - A. True
 - B. False
43. Conflicts can be caused by different views of a common event.
 - A. True
 - B. False
44. Giving helpful, effective feedback is a skill that can be learned.
 - A. True
 - B. False
45. A computer conference can support video, still images, text, and voice communication.
 - A. True
 - B. False
46. Virtual meetings usually cost more than face-to-face meetings.
 - A. True
 - B. False
47. Clarifying objectives seldom helps in resolving conflicts.
 - A. True
 - B. False
48. Rankings and ratings are based on criteria agreed on by the meeting group.
 - A. True
 - B. False
49. The more elaborate the visual aid, the more effective it will be.
 - A. True
 - B. False
50. The appropriate size for a screen is determined by the distance to the person furthest from it.
 - A. True
 - B. False

Assessment Answer Key for Meeting Skills for Leaders, Fourth Edition

Recommended response

- | | | | |
|---------------|------------|----------------|----------------|
| 1. A (7) | 14. A (27) | 27. B (31, 32) | 40. B (83) |
| 2. A (22) | 15. B (88) | 28. A (57) | 41. B (19) |
| 3. B (23) | 16. A (7) | 29. B (73) | 42. A (58) |
| 4. B (87) | 17. B (73) | 30. A (87) | 43. A (78) |
| 5. B (89, 90) | 18. A (19) | 31. A (12) | 44. A (93) |
| 6. A (8) | 19. A (90) | 32. B (57) | 45. A (14) |
| 7. A (49) | 20. A (27) | 33. B (27, 32) | 46. B (14) |
| 8. A (27) | 21. A (7) | 34. A (83) | 47. B (81) |
| 9. B (67) | 22. A (10) | 35. B (87) | 48. A (59, 61) |
| 10. A (89) | 23. A (75) | 36. B (12) | 49. B (34) |
| 11. B (7) | 24. A (78) | 37. B (92) | 50. A (37) |
| 12. A (23) | 25. A (89) | 38. B (58) | |
| 13. B (67) | 26. B (12) | 39. B (36) | |