

Assessment

Delivering Effective Training Sessions ***First Edition***

The objectives of this book are:

- To explain how to set goals for first-time presenters
- To present techniques for successful presentations
- To provide solutions for problems that can arise for a presenter



Assessment Questions for *Delivering Effective Training Sessions, First Edition*

Select the best response.

1. Your goal in any presentation should be to:
 - A. Simply convey information
 - B. Have an impact on your audience
 - C. Persuade
 - D. Make an outstanding personal impression
2. Before a presentation, a presenter can handle fear best by:
 - A. Drinking coffee
 - B. Doing deep-breathing exercises
 - C. Thinking about the feelings of fear
 - D. Concentrating on the subject
3. You are about to hand out brochures of background information before a presentation when you discover that you have brought the wrong brochures. You could solve the problem by:
 - A. Reading your copy of the brochure to the group
 - B. Explaining that you brought the wrong brochures
 - C. Covering the vital brochure information in your talk
 - D. Ignoring the problem
4. The intent of a persuasive speech is that the audience will:
 - A. Become enthusiastic
 - B. Ask questions
 - C. Take a specific action
 - D. Evaluate the ideas of the speech

5. A speaker will antagonize an audience by:
 - A. Being too friendly
 - B. Calling them by the wrong name
 - C. Making the speech too well organized
 - D. Not understanding the group's culture
6. Which presentation objective has the best focus?
 - A. Explain water rights
 - B. Describe how to allocate water resources
 - C. Learn about water, a precious resource
 - D. Water: Our Basic Need
7. A presentation should follow a pattern, but the choice of the pattern should be determined by the subject matter.
 - A. True
 - B. False
8. If your objective is mainly to inform your audience, your best support is usually:
 - A. A series of facts
 - B. Comparison and contrast
 - C. A series of questions and answers
 - D. Audio-visual material
9. The main points of your presentation should:
 - A. Be numbered in order of presentation
 - B. Include all essential information
 - C. Be in sentences
 - D. All of the above
10. The introduction of your presentation should:
 - A. Be informal
 - B. Be written
 - C. Include all the points that you will make
 - D. Be a major part of your presentation

11. A good concluding statement is:
 - A. "Thank you for listening."
 - B. "I hope you have learned something from this talk."
 - C. "Prevention is the first choice in health care."
 - D. "It's important to think about good health."
12. In choosing your presentation vocabulary, you should use:
 - A. The vocabulary of the audience
 - B. Technical terms
 - C. Words most appropriate to the subject
 - D. Words used by the experts
13. Your conclusion should come before the question period.
 - A. True
 - B. False
14. The key to establishing rapport with individuals in an audience is to:
 - A. Present your information slowly and carefully
 - B. Greet them individually when they arrive
 - C. Prepare your speech with care
15. The author believes that people learn best:
 - A. By hearing an excellent lecture
 - B. By discussing a topic among themselves
 - C. By doing something themselves
 - D. By question and answer periods
16. A useful technique to keep participants from arriving late is to:
 - A. Offer a value-added idea at the start of the class
 - B. Begin the substance of your presentation immediately
 - C. Announce an unusual starting time like 8:17
 - D. A and C

17. The retention rate after three days for information that includes both “show” and “tell” is:
- A. More than six times that of “show” only
 - B. More than six times that of “tell” only
 - C. Less than for either “show” or “tell” only
 - D. None of the above
18. A visual aid should be used only if it clearly captures the attention of the audience.
- A. True
 - B. False
19. An open-ended question means that:
- A. One among many is the correct answer
 - B. A range of answers is possible
 - C. You want factual answers
 - D. “No” can be the correct answer
20. Most words are only close approximations of true meanings:
- A. True
 - B. False
21. To avoid a “groupthink” situation, the presenter should:
- A. Not allow individuals to speak out
 - B. Inquire about and address individual needs
 - C. Ask individuals to set aside their ideas and biases
 - D. Convince the group that the presenter is the expert
22. Transitions, bridging one topic to another, can be achieved by:
- A. Physical movement
 - B. A pause
 - C. A mini-summary
 - D. All of the above

23. After lunch, you should:
- A. Never show a movie
 - B. Begin with a lengthy lecture
 - C. Capitalize on the increased audience energy
 - D. None of the above
24. A successful presentation involves planning and pacing.
- A. True
 - B. False
25. Role-playing is an excellent learning device, but one disadvantage is that:
- A. It may lead to incorrect answers
 - B. Some people think it is the only good learning device
 - C. It is time-consuming
 - D. It often causes arguments

Answer Key for *Delivering Effective Training Sessions, First Edition*

Recommended response (Corresponding workbook page)

1. B (5)	6. B (13)	11. C (31)	16. D (68)	21. B (95)
2. D (6)	7. A (17)	12. A (32)	17. B (71)	22. D (98-99)
3. C (81)	8. A (18)	13. B (35)	18. A (77)	23. A (104)
4. C (11)	9. D (21)	14. B (54)	19. B (86)	24. A (106)
5. D (11)	10. B (29)	15. C (65)	20. A (89)	25. C (121)