

Assessment

50 One-Minute Tips for Trainers

First Edition

The objectives of this book are:

- To show ways to prepare for training
- To discuss training procedures
- To discuss delivery, room arrangements, and media

■ CRISP_{series}

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Assessment Questions for *50 One-Minute Tips for Trainers, First Edition*

Select the best response.

1. When writing objectives for a training session:
 - A. Be as wordy as possible
 - B. Write using the second person
 - C. Write using the third person
 - D. Assume the trainee already knows the basics

2. Select the objective which is expressed better:
 - A. One will be able to select the correct glue for vinyl wallpaper
 - B. You will be able to select the correct glue for vinyl wallpaper

3. An example of a *performance standard* for an objective is:
 - A. Learn the parts of the machine
 - B. Identify the alignment equipment
 - C. In ten minutes or less
 - D. After reading the selection

4. Select the better sentence to use in a training manual:
 - A. Manufacturing criteria are to be given to each technician.
 - B. Give manufacturing criteria to each technician.

5. Learning occurs:
 - A. At the same rate for most people
 - B. Best by hearing a lecture rather than doing something
 - C. Through practice
 - D. At the same rate for all subjects
 - E. All of the above

6. Visualization is:
 - A. Abstract thinking
 - B. Connecting ideas to concrete forms
 - C. An aid to learning
 - D. All of the above
 - E. B and C

7. If a student appears frustrated, you should see if there are problems in the learning situation.
 - A. True
 - B. False

8. A teaching fundamental is that:
 - A. Once taught, repetition is unnecessary
 - B. Trial and error is the best teacher
 - C. There is one best way to teach
 - D. Review and practice are needed
 - E. All of the above

9. Speech should:
 - A. Vary in pitch
 - B. Vary in rate depending on the difficulty of the material
 - C. Include periods of silence
 - D. All of the above

10. Moving your hands and arms should:
 - A. Be avoided
 - B. Be done purposefully

11. Students should be praised and their contributions recognized.
 - A. True
 - B. False

12. When a student asks a questions, you should:
 - A. Repeat it for the benefit of the group
 - B. Relate your answer to instruction if possible
 - C. Avoid bias in your response
 - D. All of the above

13. If your subject is sales techniques, and a student asks about product development, you should:
 - A. Relate your response to sales
 - B. Explain that the question is off the topic
 - C. Ignore the question
 - D. Any of the above
 - E. A or B

14. Your best presentation technique is to read from a carefully prepared manuscript.
 - A. True
 - B. False

15. Criticism should be directed at:
 - A. The person
 - B. The behavior

16. For a presentation, the better beginning is:
 - A. A summary statement of the reason for the presentation
 - B. An attention getter

17. The order of a presentation should be:
 - A. Chronologically
 - B. By order of importance
 - C. Categorically
 - D. Any of the above

18. After explaining a skill, you should:
 - A. Demonstrate it
 - B. Ask the student to demonstrate it
 - C. Both of the above

19. You can achieve a five-fold increase in retention and recall by using visual aids.
- A. True
 - B. False
20. Games:
- A. Are not appropriate in a presentation
 - B. Can relieve tension and break the ice
 - C. Renew the energy of the participants
 - D. All of the above
 - E. B and C
21. Allowing trainees to discuss problems and seek solutions:
- A. Is not a teaching technique
 - B. Can be an excellent teaching technique
22. A room well arranged for role playing should:
- A. Allow all observers to see the action
 - B. Have an open center area
 - C. Accommodate writing activities also
 - D. All of the above
23. You should check for this item which is frequently missing from visual aid equipment:
- A. A power cord
 - B. A projection table
 - C. An extra light bulb
24. At the beginning of the training session, you should:
- A. Be at the front with a pointer in hand
 - B. Greet participants at the door
25. Through which of the five senses does most learning occur?
- A. Seeing
 - B. Hearing
 - C. Feeling
 - D. Tasting
 - E. Smelling

**Answer Key for
50 One-Minute Tips for Trainers, First Edition**

Recommended response (Corresponding workbook page)

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|-----------|------------|------------|------------|------------|
| 1. B (5) | 6. E (27) | 11. A (44) | 16. B (61) | 21. B (72) |
| 2. B (5) | 7. A (29) | 12. D (47) | 17. D (63) | 22. D (79) |
| 3. C (6) | 8. D (28) | 13. E (48) | 18. C (70) | 23. C (92) |
| 4. B (19) | 9. D (40) | 14. B (52) | 19. A (27) | 24. B (94) |
| 5. C (25) | 10. B (42) | 15. B (56) | 20. E (73) | 25. A (25) |