

Chapter 10: Presentations

Test your knowledge of Chapter 10: Presentations by answering the following multiple-choice questions. You can find the answers to each question at the end of this document.

- 1 Effective presentations require:
 - a good presentation skills and especially the ability to present material dramatically.
 - b a pleasant smile, good eye contact, suitable clothes and a well-modulated voice.
 - c planning, practice and presentation skills.
 - d planning, a logical order of presentation and asking the class lots of questions.
- 2 What are the features of an introduction for a presentation?
 - a The use of questions, quotations, statistics or humour as a means of gaining audience involvement
 - b Statement of purpose, background, overview or outline of the argument, and the gaining of audience interest
 - c There are two features: using a question as a means of gaining audience involvement right from the start, and providing a summary of the argument within the presentation.
 - d Statement of purpose, background, and overview or outline of the argument in the presentation.
- 3 Audience engagement is used:
 - a to help the audience to understand the information.
 - b so that the audience may be part of the experience.
 - c to show the assessor how good you are at giving presentations.
 - d to keep the audience awake during the presentation.
- 4 What is important to consider when asking questions in a presentation?
 - a Cultural differences are important, as direct questions may be offensive to some class members.
 - b It is important to consider how you can answer the question fully as a means of showing the lecturer your depth of knowledge on the topic.
 - c It is important to consider the use of a rhetorical question as it allows the audience the opportunity to provide a specific answer.
 - d All of the above.
- 5 What type of written format should be taken into the presentation?
 - a A formal essay
 - b Note form using short simple sentences or bullet points
 - c A 'scripted' form to be read aloud
 - d Do not take in anything at all as it is an oral presentation
- 6 Which of the following should NOT be done in a team or group presentation?
 - a Referring to your team members by name
 - b Planning so the whole presentation is consistent and complete
 - c Using 'I' when presenting ideas and information in your own section of the presentation
 - d Using 'we' when presenting the ideas and information in your own section of the presentation
- 7 How should you practice your oral presentation?

- a While practising, use as many of your senses as possible.
 - b Always record your presentation so that you can listen to it over and over again.
 - c Memorise it word for word.
 - d Always have someone to listen to it so that they may give you feedback.
- 8 What 'body' aspect of the presentation is the most important to consider?
- a The whole body
 - b The voice
 - c The eyes
 - d Gestures

Answers

- 1 C
- 2 B
- 3 A
- 4 A
- 5 B
- 6 C
- 7 A
- 8 B