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