



Delivering Effective Presentations

20 Questions

A final exercise

Deadline: 9:00 AM, Thursday, May 6

Value: 5 pts per correct answer; 100 pts total

Directions:

The following questions were developed from the assigned readings for this class. Please select the single *best* answer for each of the following questions. Enter your responses into the corresponding D2L quiz by the given deadline. *This exercise has an absolute deadline.*

If for some reason you cannot enter the answers in D2L, email your answer to each question to your instructor by the stated May 6 deadline.

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| <p>1. The ability to connect with others by engaging in small talk is a major element of personal and business success – even more so than a person’s academic Grade Point Average.</p> <p>a. True
b. False
c. Depends on.</p> | <p>b. maintaining eye contact and giving feedback to those in attendance.
c. listening more than talking.
d. All of the above.
e. Something other than one of the above.</p> |
| <p>2. The ability to converse politely with others is a positive skill, but being good at schmoozing is not.</p> <p>a. True
b. False
c. Depends on.</p> | <p>4. Real communication involves much more than just the spoken words. Because of this, it is even more important to prepare in advance and communicate carefully when doing so online.</p> <p>a. True
b. False
c. Depends on.</p> |
| <p>3. You know that you are going to attend an event where you’ll be expected to converse with others. Your responsibilities include:</p> <p>a. having something interesting to contribute</p> | <p>5. You don’t always have to give direct input to a conversation to be considered a good conversationalist. Indirect contributions include summarizing what’s been said, monitoring the time, and/or drawing out comments from other members of the discussion.</p> |

- a. True
b. False
c. Depends on.
6. A major problem with conducting effective online business conversations is that:
- a. the audience must be engaged in listening.
b. available technology doesn't facilitate clear and persuasive conversation.
c. important points are lost if you can't have face-to-face, real time discussion.
d. All of the above.
e. None of the above.
7. What is the primary motive for delivering an elevator pitch?
- a. selling an idea
b. selling a solution to a problem
c. networking
d. schmoozing
8. A very effective tactic for engaging in an online meeting is to:
- a. focus on giving a good visual impression.
b. write notes on what the speaker is saying.
c. keep your speakers on mute so the background noise doesn't interfere.
d. remain silent until asked for an opinion.
9. Which of the following is the most important task you can accomplish as the leader of an online meeting?
- a. Keep participants on-task with the meeting's purpose.
b. Make sure no one is allowed to interrupt a speaker.
c. Take minutes of the meeting to compare to those taken by others.
d. Excuse people that have joined the meeting but don't need to be there.
10. Which of these statements would be best used when attempting to interrupt a person during an online meeting?
- a. "I'd like to say something."
b. "I'd like to make a point."
c. "While we're on the subject, I'd like to say something."
d. "May I comment?"
11. Videoconferencing is a good meeting venue, but if possible you should schedule some in-person meetings.
- a. True
b. False
c. Only for critical situations.
12. One of the best tips for someone who is naturally shy about speaking in a meeting is for that person to:
- a. prepare and rehearse what (s)he plans to say, well in advance of the meeting.
b. jot down a few notes to use as reference during the meeting.
c. take major concern about the phrasing of what you're planning to say above the content.
d. memorize the main points (s)he plans to use, before the meeting.
13. Which of these statements regarding an executive summary is true?
- a. An executive summary should be an objective condensation of the major points of the communication.
b. A good executive summary contains a critique of the information presented in the communication.

- c. A well-written executive summary is one that is so complete it eliminates the need of the reader to refer to the original communication.
- d. All of the above are true.
- e. None of the above is true.
14. You know you've designed a good PowerPoint presentation if it does an excellent job of communicating the information from your presentation to someone who missed it and is reviewing the slideshow after the event.
- a. True
- b. False
- c. Perhaps
15. Printed copies of a well-done PowerPoint slideshow should eliminate the need for a written handout.
- a. True
- b. False
- c. Perhaps
16. An excellent PowerPoint slideshow keeps people's attention by using animation and it's important that once it has been used, the same type of animation is used throughout the entire presentation.
- a. True
- b. False
- c. Perhaps
17. When in doubt about what type of graphic image to use, clip art is best.
- a. True
- b. False
- c. Perhaps
18. When making a proposal to your boss:
- a. play to the listener's ego.
- b. get support from others before you make the proposal.
- c. make it quick.
- d. connect it to company goals.
19. When making a complaint to management:
- a. Do a cost/benefit analysis to determine if it should even be made.
- b. Retain management's point of view.
- c. Look forward to the solution, don't dwell on the past.
- d. All of the above.
- e. Something other than one of the above.
20. What's the best advice to give someone who is preparing a business presentation?
- a. Know your audience.
- b. Limit both the content and goals.
- c. Memorize your presentation.
- d. Don't use humor.
- e. Memorize your presentation.