**Based on discussions in the class, select the most appropriate choice as your answer:**

1. Which one of the following is a technique of effective presentation?
2. Speaking too fast or too slow
3. Taking frequent breaks while giving presentations
4. Reading the presentation from the screen
5. Elaborating each bullet point on the presentation materials
6. Which one of the following is not the 4Cs of effective presentation?
7. Concise
8. Clarity
9. Counter-intuitive
10. Complete
11. While making power-point presentation, you should
12. use colours which are relevant to your message
13. be consistent with your font and format
14. be cautioned about animations
15. all of the above
16. What are the important steps in presentation?
17. Planning a presentation
18. Preparing a presentations
19. Making a presentation
20. All of the above
21. Why should you keep text to a minimum on slides?
22. So that the focus is on you as the speaker.
23. To help make your presentation longer.
24. So that the pictures are easier to see.
25. To make sure the audience can read everything you have to tell to them.
26. The key to success is \_\_\_\_\_\_\_\_\_.
27. practice
28. preparation
29. planning
30. All of the above
31. In the beginning, you should give \_\_\_\_\_\_\_\_\_.
32. introduction
33. summary
34. ask irrelevant information
35. both A and B
36. All your information should support your \_\_\_\_.
37. purpose
38. ideas
39. topics
40. merits
41. A good presenter should \_\_\_\_\_\_\_\_\_.
42. sequence points
43. manage time
44. clear all the confusion
45. all of the above
46. Which of the following steps should be completed first when preparing to give a presentation?
47. Consider your audience
48. Define your purpose
49. Organize your content
50. Design a power-point presentation

**Answers the questions given below in about 50 words:**

1. Why it is important to keep a backup of your documents?
2. Which body language do you think is important for effective presentation?
3. What points should you consider while doing audience analysis?
4. What are the effective ways of concluding a presentation?
5. Explain at which points during the presentation you will take questions.

**Answers the questions given below in about 100 words:**

1. What strategies should you use to make your presentation effective and engaging?
2. What are the four Cs of effective communication? Discuss them in brief.
3. What goals should you consider while introducing yourself in a presentation? Write.
4. Why it is important to learn effective communication skills? Present your views.
5. Describe a memorable presentation you have attended.

**ASSIGNMENT**

1. Prepare a presentation on importance of English as a subject to be included in your course curriculum. The presentation should be in not more than 12 slides.