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Part 1 of 1 -

Question 1 of 200.5 Points

It is generally NOT a good practice to deliver a presentation by:

☐ A. Mentioning the highlights of what is on the screen

☒ B. Reading the entire presentation line by line

☐ C. Paraphrasing what is on the presentation materials

☐ D. Elaborating each bullet point on the presentation materials

[Reset Selection](#)

Question 2 of 200.5 Points

To contrast text on a presentation slide for better viewing, it is preferable to use:

☐ A. Dark text on a dark background

☒ B. Dark text on a light background

☐ C. Light text on a light background

☐ D. Light text on a dark background

[Reset Selection](#)

Question 3 of 200.5 Points

The outline of a presentation is a:

☐ A. List of requirements and purpose of the presentation

☒ B. List of major headings or topics to be covered in the presentation

☐ C. List of technologies that will be used to deliver the presentation

☐ D. List of external sources used in the presentation

[Reset Selection](#)

Question 4 of 200.5 Points

Font size of the bullet points on presentation materials should be large enough:

☐ A. For you to be able to read from the screen during the presentation

☐ B. For the audience in the first few rows of the presentation to view the presentation clearly

☒ C. For the audience in the last row of the presentation room to view the presentation clearly

☐ D. For your team members to be able to view the presentation clearly

[Reset Selection](#)

Question 5 of 200.5 Points

The possible order of points for describing the steps for doing something in sequence is known as:

☒ A. Chronological order

☐ B. Spatial order

☐ C. Topical order

☐ D. Causal order

[Reset Selection](#)

Question 6 of 200.5 Points

For better readability, it is preferable that bullet points are:

☒ A. Short phrases or partial sentences

☐ B. Page of text

☐ C. Long sentences

☐ D. Complete paragraphs

[Reset Selection](#)

Question 7 of 20

0.5 Points

The outline of a presentation should include:

☐ A. References

☐ B. Acknowledgments

☒ C. A beginning, middle and an end of the presentation

☐ D. Possible questions from the audience

[Reset Selection](#)

Question 8 of 20

0.5 Points

Which of the following is a requirement that a presenter should know to prepare effectively for a presentation?

☒ A. Presentation duration

☐ B. Foods the presenter can eat during the presentation

☐ C. Available attire

☐ D. Number of bullet points allowed per slide

[Reset Selection](#)

Question 9 of 20

0.5 Points

One advance preparation you can do to overcome initial nervousness when delivering a presentation is to:

☐ A. Walk into the room just before the presentation

☐ B. Hydrate yourself by drinking a lot of water before the presentation

☐ C. Ask the audience write down their questions and give them to you in advance

☒ D. Introduce yourself to the audience before the presentation and get to know them

[Reset Selection](#)

Question 10 of 20

0.5 Points

The purpose of a presentation intended to sell a service to a potential client is to:

☒ A. Persuade

☐ B. Educate

☐ C. Inform

☐ D. Entertain

[Reset Selection](#)

Question 11 of 20

0.5 Points

When using content from external sources in presentation materials, it is necessary to include:

☐ A. Trademark symbol

☐ B. Copyright disclaimer

☒ C. Citations and references

☐ D. Acknowledgments

[Reset Selection](#)

Question 12 of 20

0.5 Points

Proper eye contact with the audience when delivering a presentation involves

☒ A. Staring at each audience member

☐ B. Making a sweeping glance of the audience from the left to the right and front to back of the room

☐ C. Making a sweeping glance of the audience from left to right in the front row of the room

☐ D. Looking above the audience's heads

[Reset Selection](#)

Question 13 of 20

0.5 Points

Important considerations in rehearsing a presentation are:

- ☐ A. Attire
- ☐ B. Audience
- ☐ C. Food and beverages
- ☒ D. Timing and pace

[Reset Selection](#)

Question 14 of 20

0.5 Points

When delivering a presentation, you should:

- ☒ A. Dress formal attire
- ☐ B. Speak with a mono-tone voice
- ☐ C. Fold your arms
- ☐ D. Read directly from your notes

[Reset Selection](#)

Question 15 of 20

0.5 Points

In selecting presentation technologies, it is important to select technologies that are:

- ☐ A. Freely available to download and use
- ☐ B. The state-of-the-art in presentation technologies
- ☒ C. Available and can be used at the presentation location
- ☐ D. Commonly used by presenters

[Reset Selection](#)

Question 16 of 20

0.5 Points

When rehearsing a presentation, it is helpful to recognize and prevent:

- ☒ A. Fillers such as umm and ahh.
- ☐ B. Criticism from friends in the room
- ☐ C. Possible questions from the audience
- ☐ D. Possible gestures

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Question 17 of 20

0.5 Points

When delivering a presentation as part of a team it is important to:

- ☒ A. Coordinate your portion with others in the team and not duplicate their presentations
- ☐ B. Make sure all the team members' names are listed in order on all the presentation materials
- ☐ C. Make sure all the team members have the same duration to present their portion
- ☐ D. Coordinate your portion with others in the team so you can present first

[Reset Selection](#)

Question 18 of 20

0.5 Points

For better readability, the number of bullet points on a slide should be:

- ☐ A. 7 to 10
- ☐ B. Any number
- ☒ C. Less than 7
- ☐ D. More than 7

[Reset Selection](#)

Question 19 of 20

0.5 Points

What is NOT a good strategy if you are unable to answer a question from an audience member during your presentation?

- ☐ A. Ask the audience member to see you after the presentation so you can understand the question better and answer it
- ☐ B. Acknowledge you don't know the answer and would think and get back to the questioner
- ☐ C. Ask others in the audience if they could answer the question

☐ C. Ask others in the audience if they could answer the question

☒ D. Acknowledge you don't know the answer and say the question was irrelevant to the topic of the presentation

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Question 20 of 20

0.5 Points

When an audience member without a microphone in a large audience asks a question during or after your presentation, it is important for the presenter to:

☐ A. Ask the audience member to come to the front of the room and ask the question

☐ B. Respond to the question immediately

☐ C. Ask others in the audience to shout the question

☒ D. Repeat the question for the benefit of others in the audience who might not have heard it

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