



You completed this test on *03/03/2023, 00:12*  
Your score is 76.92%

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INCORRECT

### Presentation Skills

Q. For better readability, the number of bullet points on a slide should be?

✗ *Less than 7*

Any number

More than 7

**7 to 10**

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INCORRECT

### Presentation Skills

Q. When delivering a presentation as part of a team, it is important to?

**Coordinate your portion with others in the team and not duplicate their presentations.**

Make sure all the team members have the same duration to present their portion

Coordinate your portion with others in the team, so you can present first

✗ *Make sure all the team members' names are listed in order on all the presentation materials*

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CORRECT

## Presentation Skills

Q. Your presentation should consist of title slide, \_\_\_\_, body, and \_\_\_\_.

objects and summary

opinions and paragraph

✓ ***objectives and summary***

options and pages

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CORRECT

## Presentation Skills

Q. What should you keep in mind when introducing yourself?

Be Mindful of social context

Prepare some quick highlights about yourself

Leave out humor

✓ ***All of the above***

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CORRECT

## Presentation Skills

Q.When preparing a slide what should the font size be?

10-15 pts

✓ ***15-30pts***

10-20 pts

None of the above

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CORRECT

## Presentation Skills

Q.Why should you keep text to a minimum on slides?

✓ ***To make sure the audience can read everything you have to tell them***

So the focus is on you as the speaker

So the pictures are easier to see

To help make your presentation longer

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CORRECT

### Presentation Skills

Q.What does the phrase "read the room" mean?

Know the seriousness of the topic

check the temperament of the audience

check the temperature of the room.

✓ ***Both A and B***

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CORRECT

### Presentation Skills

What are the main important things to remember while giving a presentation?

Speak to the audience

Use voice modulation

Use Pauses

✓ ***All of the above***

---

CORRECT

### Presentation Skill

**Q.What makes a presentation effective?**

Designed Correctly

Delivered with poise

Free of mistakes

✓ ***All of the above***

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INCORRECT

**Presentation Skill**

**Q.What is the last Rule of Thumb when creating an effective presentation?**

Organize your information

Spell check your presentation

**Keep it simple**

✗ ***Minimize text on slides***

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INCORRECT

**Public Speaking Skill**

**Q. Which one of the following statements is true?**

**Most of your physical symptoms of nervousness are not detected by your listeners**

✗ *Making a joke about is a good way to calm yourself and reassure your audience that you are in control*

If your nervousness causes you to have a quivering voice, you should apologize to the audience

A pounding heart and sweaty palms are signals that a speaker is close to total panic

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CORRECT

### Public Speaking Skill

Q. Which of these does not come under short speech?

Giving a briefing

Presenting an award

Introducing dignitaries

✓ ***Presenting reports***

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INCORRECT

### Public Speaking Skill

Q. Speaker is searching for a word or pretending to reflect on something – Which type of pause is this?

Pseudo Pause

✗ *Spontaneity pause*

**Long Pause**

Short Pause

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CORRECT

## Public Speaking Skill

**Q. One good way to shift the focus from yourself to your audience is to change your**

Facial Expression

✓ ***Self-Talk***

Eye Contact

Style of speaking

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CORRECT

## Public Speaking Skill

**Q. With regards to audience purpose, it is generally reasonable to say that**

Audience demographics have no correlation to audience purpose

Gender is generally the best predictor of purpose.

✓ ***There may be a variety of purposes for listening within an audience***

All members are always there for the same purpose

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CORRECT

### Public Speaking Skill

Q. Which of these should be avoided for an effective speech?

✓ ***Long sentences***

Organization

Planning of speech

Preparation of speech

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CORRECT

### Public Speaking Skill

Use \_\_\_\_ questions when you want more detailed information from your audience.

Multiple Choice

Close Ended

✓ ***Open Ended***

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CORRECT

### Public Speaking Skill



Q. Auditory aspects of delivery include all of the following but

✓ ***Gestures***

Articulation

Volume

Pitch

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INCORRECT

### Public Speaking Skill

Q. What kind of topics are important for a speech?

**Topics that matter to your listeners, as well as to yourself.**

Topics that only you find interesting

Any kind of topics

✗ *All of the above*

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CORRECT

### Public Speaking Skill

Q. Before a speech, when you picture yourself giving the presentation, you should imagine all of the elements below EXCEPT:

Effective Delivery

Nervousness

Success

✓ ***The possibility of a failure***

---

CORRECT

### Public Speaking Skill

Q. Reviewing your interests is a good step to take when you are

analysing the speaking situation

Analysing the audience

✓ ***Choosing a topic***

organizing your speech

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CORRECT

### Public Speaking Skill

Components of a successful speech include

Story Telling

Tone of Voice

Body Language

Pauses

✓ ***All of the above***

---

CORRECT

### **Public Speaking Skill**

Q.During which part of a speech do most speakers experience the greatest amount of anxiety?

✓ ***Introduction***

Q & A session

Conclusion

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CORRECT

### **Public Speaking Skill**

Q.What are the three general purposes for giving speeches?

To inform, make people laugh, & have fun

✓ ***To inform, persuade and entertain***

To persuade, act and adjust your speaking style

None of the Above

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INCORRECT

## Grammar Skill

Identify the error in the sentence given below

The manager of that city branch

Business has increased substantially.

Cannot handle it with the help of

✗ *Only two personnel as*

**No error**

---

CORRECT

## Grammar Skill

Identify the error in the sentence given below

From low cost airlines

Full service airlines are struggling

Plagued by huge losses,

To cope with the competition

✓ ***No error***

---

CORRECT

### Grammar Skill

Annie and her brothers (is, are) at school.

✓ ***Annie and her brothers are at school.***

Annie and her brothers is at school.

---

INCORRECT

### Grammar Skill

Identify the correct sentence.

**I will revert to that mail**

I and Johny live in London

I am unable to cope up with this pressure

✗ *The police are coming*

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INCORRECT

### Grammar Skill

Identify the error in the sentence given below

Everyone who visits Singapore

Is impressed by its cleanliness,

**Of their strict laws.**

Which is mainly a result of rigorous implementation

✗ *No error*

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CORRECT

### Grammar Skill

Nobody (know, knows) the trouble I've seen.

Nobody know the trouble I've seen.

✓ ***Nobody knows the trouble I've seen.***

---

CORRECT

### Grammar Skill

One of my sisters (is, are) going on a trip to France.

One of my sisters are going on a trip to France.

✓ ***One of my sisters is going on a trip to France.***

---

CORRECT

### Grammar Skill

Either my mother or my father (is, are) coming to the meeting.

Either my mother or my father are coming to the meeting.

✓ ***Either my mother or my father is coming to the meeting.***

---

CORRECT

### Grammar Skill

What do you usually have for \_\_\_\_ dinner?

The

✓ ***No article***

A

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CORRECT

### Grammar Skill

The players, as well as the captain, (want, wants) to win.

The players, as well as the captain, wants to win.

✓ ***The players, as well as the captain, want to win.***

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CORRECT

### Grammar Skill

Identify the error in the sentence given below

✓ ***Workers with less***

Personal problems are

Likely to be

More productive in their work.

No error

---

CORRECT

### Grammar Skill

I have \_\_\_\_ terrible headache?



✓ **A**

The

No Article

---

CORRECT

### Grammar Skill

Identify the error in the sentence given below

The bridal dress was

Designed it and his

✓ ***Most unique: the prince***

Mother provided the lace fabric.

No error

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CORRECT

### Grammar Skill

Identify the part of the sentence with error

the number of scenes depicting alcohol consumption

the last decade.

✓ *have increased dramatically over*

Film viewers claim that

no error

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CORRECT

## Grammar Skill

Identify the error in the sentence given below

✓ *She is the best of the two candidates, and there is*

No chance of finding more applicants.

We have no choice but

To appoint Riya

No error

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Passed. Let's continue.

