

PS Quiz 2: Delivery Techniques

1) The following are effective techniques to capture audience attention in a presentation except for _____.

- a) asking rhetorical questions
- b) distributing handouts
- c) injecting humour
- d) using stories or anecdotes

Answer: b)

Explanation: Distributing handouts before or during your presentation may sometimes cause the audience to divert their attention from the presenter to the handout.

2) The following are effective techniques to persuade an audience in a presentation except for _____.

- a) asking rhetorical questions
- b) repeating key words
- c) using language that carries strong emotions
- d) using tentative words such as "may" or "maybe"

Answer: d)

Explanation: As being sure is key to being persuasive, using tentative words and phrases like "may", "maybe", "I think", "rather" make the presenter appear less certain, thus undermining confidence in the presenter and reducing his/her persuasiveness.

3) It is widely believed that projecting positive body language will help "sell" a presentation. The following are examples of positive body language except for _____.

- a) giving eye contact
- b) pointing towards a specific point on the screen
- c) putting hands in pockets
- d) standing at a 30-degree angle beside the projector screen

Answer: c)

Explanation: Putting hands in pockets gives the impression that the presenter is casual, "can't be bothered" or is insecure, all of which fall short of displaying the necessary energy, respect and confidence required to "sell" one's ideas.

4) What is a common mistake presenters make in oral presentations?

- a) Appearing relaxed and at ease
- b) Distributing weight between both feet
- c) Reading off the projector screen or laptop
- d) Smiling at the audience

Answer: c)

Explanation: Reading off the projector or laptop screen is something many presenters do. Unfortunately, it reduces eye contact with the audience and gives the impression that the presenter is uncomfortable with looking at the audience or is unsure of his/her presentation content. The reduced eye contact tends to cause the audience to disengage and lose interest in the topic presented.

5) Which of the following is an appropriate facial expression?

- a) Biting the lower lip before starting the presentation
- b) Maintaining a serious expression throughout the presentation
- c) Smiling where appropriate to make the audience comfortable
- d) Raising eye brows when trying to convince the audience

Answer: c)

Explanation: A presenter's facial expression should be consistent with the topic and message he/she is conveying. Smiling at the audience when appropriate can help engage and build a comfortable rapport with the audience. Smiling can also help the presenter feel more at ease and confident.

6) What should presenters do to create a tone of authority that is positive?

- a) Speak at a brisk pace
- b) Speak at a lower pitch
- c) Speak at a loud volume
- d) Speak in a monotone

Answer: b)

Explanation: Lowering the pitch of one's speaking voice helps to give the speaker a tone of authority. Speaking at a moderate pace – not a brisk pace - also helps the presenter to exude confidence and control.

7) For a presentation on an innovative new device that addresses a common problem faced by many in the audience, which of the following techniques would be most effective in capturing the audience's attention?

- a) Sharing a relevant anecdote
- b) Showing an interesting visual
- c) Telling a joke
- d) Using an acronym

Answer: a)

Explanation: While all the techniques above are possible ways to capture audience attention, it might be most effective to share an anecdote that the audience can identify with and which relates to the problem/solution presented.

8) To ensure continuity and logical flow between various parts of your presentation, transition markers play an important role. Which transition marker would be suitable to summarise your points?

- a) As a result
- b) In addition
- c) In the same way
- d) To recapitulate

Answer: d)

Explanation: Option (a) would be more suitable for cause and effect; option (b) for amplification / addition; and option (c) for comparison.

9) To convey confidence, which of the following body language tips would be appropriate?

- a) Fold your arms across your chest
- b) Look steadily at an interested audience member
- c) Use small, deliberate gestures
- d) Walk back and forth across the stage

Answer: c)

Explanation: Using small, deliberate gestures can help to demonstrate authority and calm so that people will trust you and view you as a confident person. It is good to look people in the eye, but eye contact should be on different people, in different parts of the audience – and not just focussed on one interested audience member.

10) In choosing attire for presentations, it is best to opt for clothes which are _____.

- a) as similar in formality as possible to what the audience wears
- b) less formal than what the audience wears
- c) more formal than what the audience wears
- d) most comfortable for the presenter

Answer: c)

Explanation: It is always safer to dress a little more formally than the audience to present a professional image and convey respect for them.