SP | SCHOOL OF LIFE SKILLS & COMMUNICATION

PS Quiz 1: Presentation Materials

1) When we need to do a presentation, the first thing we should do is to _____.
   a) begin typing all the necessary information as bulleted points in a deck of slides
   b) create a clear story/structure that meets the presentation purpose, audience and context
   c) search for relevant visuals that may enhance the key messages for the audience
   d) think of the appearance of the slides and decide on colour scheme, font type and font size

Answer: b)
Explanation: The most important thing when tasked to do a presentation is to come up with a clear story or simple structure on the topic to be presented. This will result in a clear message that is less likely to bore or confuse the audience.

2) Methods which can help the audience better understand and remember our presentation include all of the following except for _____.
   a) linking all points effectively so they build towards a clear and meaningful conclusion
   b) presenting one key idea on each slide and elaborating on each point verbally
   c) providing all the information and statistics we know about the topic on the slides
   d) using relevant images, and clear charts/graphs to support our key points

Answer: c)
Explanation: Ensure that you apply methods (a), (b), and (d) when preparing for your presentations. The slides are meant to enhance and not distract from your ability to convey your key messages so we should provide the necessary information that fulfils the purpose, audience and context (PAC) of the presentation and not overwhelm the audience with unnecessary information.

3) The recommended font size for PowerPoint slides should be at least _____.
   a) 12 pts
   b) 16 pts
   c) 20 pts
   d) 24 pts

Answer: d)
Explanation: A minimum font size of 24 pts will help ensure that the words on the slides are clear enough for the audience at the back of the room to be able to read them fairly easily. NOTE: The font type (e.g., Arial) selected also makes a difference, so it is always good practice to check out the presentation venue beforehand when possible.

4) Colours are used in presentation slides to show contrast for easy reading. How many colours (maximum) are recommended for the text in a PowerPoint slide?
   a) 1
   b) 2
   c) 3
   d) 4

Answer: b)
Explanation: Using two colours for the text is optimum as using too many colours may make the slide look cluttered or messy and reduce the effectiveness of the intended emphasis.

5) For professional presentation slides that serve their purpose effectively, it is recommended that each slide have no more than ____ lines of text.
   a) 3
   b) 5

c) 7
d) 9

Answer: c)

Explanation: While 7 lines of text is the recommended maximum number per slide, it depends on other factors (such as font type and size). Wherever possible, text on slides should be kept to a minimum as the slides serve to support the presenter – and not replace him/her.

6) Animation is used in presentation slides for many purposes. Which of the following purposes should we give the <u>least</u> priority to when deciding on its use?
   a) To draw audience attention to / emphasise a key point
   b) To guide the audience through the content
   c) To impress the audience with a variety of animations
   d) To progressively reveal different points in a slide

Answer: c)

Explanation: The use of animation in slides is primarily to lead the audience through the content of the presentation in an engaging way. Impressing the audience is a bonus but should not be the main purpose in using animations.

7) What should be the main purpose of introducing a slide transition?
   a) To attract the attention of your audience
   b) To break the monotony of the presentation
   c) To give a professional look to your presentation slides
   d) To introduce the next section/topic in your presentation

Answer: d)

Explanation: While slide transitions can serve all the purposes listed, its main purpose should be to help the audience follow your presentation by providing a visual cue that you are moving on to a new key point / topic.

8) When incorporating visuals into presentation materials, the following ways would help to prevent copyright issues except for using _____.
   a) clipart that comes free with presentation software
   b) images found on the internet through Google searches
   c) images from image libraries that Singapore Polytechnic subscribes to
   d) images published under Creative Commons' flexible copyright licenses

Answer: b)

Explanation: Images found through a Google search may be copyrighted and using them without proper citation will result in copyright issues. If unsure, always cite.

9) You have found a useful image to support your presentation, but it is larger than the canvas size of your presentation. Which of the following methods would be the best option to make effective use of the image?
   a) Crop the image to fit your presentation canvas size
   b) Reduce the overall size/dimensions of the image
   c) Recreate the image using your own presentation software
   d) Use a suitable presentation tool to pan the image

Answer: d)

Explanation: Cropping the image (option a) might result in loss of information and reducing the image dimensions (option b) could lead to it becoming illegible. As for recreating the image (option c), it can take a lot of time. Panning the original image using the tools available in your presentation software would allow you to

maintain the original quality and content of the image.

10) You are doing a presentation to seek support from the audience to develop a new product your team has designed. Which type of visual aid would be most suitable to demonstrate to the audience how it works?
   a) Infographic
   b) Photograph(s)
   c) Prototype/Model
   d) Video (real or virtual simulation)

Answer: d)

Explanation: While all the visual aid options can be used to support your presentation, a video would be able to show the process most effectively through animation/movement.