Assessment

1. Almost everyone gets nervous before giving a speech or presentation. The important thing to remember is:

a. It’s okay to be nervous, no one will know

b. Remember to use your nervous energy to channel enthusiasm to your presentation

c. Stop and breathe

Answer: B

2. The most important element of your presentation is:

a. The material

b. Your appearance

c. Your enthusiasm for the subject

Answer: C

3. Remember “Murphy’s law” if it can go wrong in the room, it will. Always:

a. Tell a joke at the beginning of your presentation

b. Check the room for light and air conditioning controls

c. Be sure to check your equipment before your audience arrives

Answer: C

4. Telling a personal story is one of the best ways to connect with your audience.

a. True

b. False

Answer: A

5. Remember to breathe, drink water, and stop to collect your thoughts, when you draw a blank in your presentations.

a. True

b. False

Answer: A