Presentation Module Question Bank

Professional Communications OER: Presentations

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You can use the questions below for either formative or summative assessment activities in different chapters of the module. These include “Check Your Understanding,” quizzes, exams, polls, etc.

* You can format these questions to accommodate different styles, such as true/false, choice, matching, short answer. The correct answers are indicated by either blue text, or green highlighting. Prior to delivering any questions to students, the blue text and green highlighting should be removed.
* A three dash (---) line at the left margin separates each question.
* Questions are divided by section and sometimes sub-divided by concept.
* Feedback (developmental and/or evaluative) for these questions should be added by the SME/Instructor in order to be congruent with the material taught.
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* Questions from this bank may appear in the eText chapters as “Check Your Understanding” [CYU] boxes, lecture notes [LN], or in worksheets [ws]. Questions without any annotation exist only in this question bank document and may be used as supplementary assessment by students and the instructor.

\*Tip: for faster navigation through this document, click the *Add-ons* drop menu - *Get add-ons…* and search for “Table of Contents” by LumApps. Once that is installed, you will be able to access a fully functional hyperlinked table of contents under the *Add-ons* drop menu.

# 

# Your Presentation Style

## Successful Speech or Presentation

Many presenters get nervous before giving a speech or presentation because they think the audience expects perfection. This is: CC-BY-SA Boundless

a) True. Audiences assume you are a professional speaker and that you will not make any mistakes.

b) False. Most audiences are like a sympathetic friend.

c) True. Most audiences expect you to speak perfectly.

d) False. Most audiences expect you to fail.

Match the effective speaker competency on the left with the description(s) on the right. Each correctly matched pair is worth one (1) mark. CYU

Answers: Premises:

1. \_E\_\_\_ Relevant topic A. word choice avoids inappropriate usage

2. \_B\_\_\_ Engaging introduction B. establishes the speaker’s credibility and interest

3. \_G\_\_\_ Clear organization C. pitch, volume, emphasis, and pronunciation

4. \_K\_\_\_ Well-supported ideas D. articulates the problem and solution clearly

5. \_F\_\_\_ Closure/conclusion E. appropriate for the audience and the occasion

6. \_A\_\_\_ Clear language F. reinforces the thesis

7. \_C\_\_\_ Verbal techniques G. points are directly related to the thesis

8. \_I\_\_\_ Non-verbal techniques H. make allusions to shared experiences

9. \_H\_\_\_ Adapt to the audience I. posture, gestures, and facial expression

10. \_J\_\_\_ Use of visual aids J. provide powerful insight into the topic

11. \_D\_\_\_ Convincing argument K. sources are clearly cited and credible

Experienced and successful presenters never experience stage fright. True False

Even experienced speakers get nervous, but they are able to channel that for success.

## Self-Awareness

What are the three A’s of active listening? CYU

a) Attention, Attitude, Audience

b) Analyze, Attitude, Adjustment

c) Analyze, Audience, Adjustment

d) Attention, Attitude, Adjustment

e) Attention, Audience, Adjustment

Short answer version: List and give an example of each of the three A’s of active listening.

Excluding environmental elements, what are the three main barriers to effective listening? CYU

a) Attitude, Anticipating, Reacting Emotionally

b) Anticipating, Judging, Reacting Emotionally

c) Assumptions, Judging, Reacting Emotionally

d) Anticipating, Assumptions, Judging

Short answer version: Excluding environmental elements, list the three main barriers to effective listening. Provide an example for each barrier.

Which of the following would NOT be a verbal signal that your audience is listening?

a) Asking a clarifying question (e.g., Can you give me an example of…?)

b) Asking an open-ended question (e.g., How might this affect…?)

c) Paraphrasing the speaker before asking a question

d) Finishing the speaker’s statement and responding

Extension: Provide examples of how you verbally communicate you are listening

Which of the following would be a non-verbal signal that your audience is not listening?

a) They make eye contact with you while you’re speaking

b) Their arms and/or legs are crossed and leaning back slightly

c) They are nodding their heads slowly and affirmatively

d) They are leaning in slightly

List three are strategies that help encourage your audience to listen closely during your presentation. Provide an example for each strategy.

* Clearly answer the audience’s question *Why should I care?* (e.g., appeal to curiosity, or provide context)
* Verbal and non-verbal cueing (e.g., active voice, pitch, pace, hand gestures, silence)
* Make connections with the audience through shared experiences and personalizing the presentation (e.g., sharing personal experience related to the topic of the presentation)

The difference between hearing and listening is CC-BY-NC-SA chpt4 CYU

a) Very small; the two processes amount to about the same thing

b) Hearing is mindful and intentional, but listening is effortless

c) Hearing is effortless, but listening is mindful and intentional

d) Hearing requires strong motivation and attention, but listening is an automatic human response to speech

e) Hearing depends on listening, but listening does not depend on hearing

## Verbal and Non-Verbal Techniques

Construction noises outside the room you are presenting in are an example of

a) physical noise

b) physiological noise

c) psychological noise

d) semantic noise

Short answer version: List three examples of physical noise and how to overcome each each example during or in preparation for your presentation.

You are giving a presentation to 10 people from a few different departments. A few members of these departments are often in conflict over decisions that are made regarding projects, leading them to pay less attention. Their state of distraction is an example of:

a) physical noise

b) physiological noise

c) psychological noise

d) semantic noise

Short answer version: List three examples of psychological noise and how to overcome each each example during or in preparation for your presentation.

You are giving a presentation just before lunch. Which type of noise will you most likely have to overcome?

a) physical noise

b) physiological noise

c) psychological noise

d) semantic noise

Short answer version: List three examples of physiological noise and how to overcome each each example during or in preparation for your presentation.

You are listening to a presentation and believe the speaker is mispronouncing a few keywords specific to your industry. This is an example of:

a) physical noise

b) physiological noise

c) psychological noise

d) semantic noise

Short answer version: List three examples of semantic noise and how to overcome each each example during or in preparation for your presentation.

## Your Presentation Style Whole Chapter

Which of the following is a personal benefit of developing your presentation skills? CYU

a) helps your chances of employment and/or advancing within your career

b) helps you to critically evaluate other’s presentations

c) helps you to fulfill roles in social contexts (e.g., toasts and eulogies)

Which of the following is a professional benefit of developing your presentation skills? CYU

a) helps your chances of employment and/or advancing within your career

b) helps you to critically evaluate other’s presentations

c) helps you to fulfill roles in social contexts (e.g., toasts and eulogies)

d) helps you build self-confidence

# Developing a Presentation Strategy

## Preparing a Presentation Strategy

Tina is speaking on the benefits of sleep but does not include a call-to-action for her audience to get more sleep. Which type of general purpose does Tina have? CC-BY-NC-SA chpt6

a) to inform

b) to persuade

c) to entertain

d) to console

e) to educate

You have been asked to present the pros and cons of the open-office layout for your workplace, meant to precede a group discussion with your colleagues. The general purpose and approach you should use is CYU

a) to entertain

b) to inform

c) to persuade

d) to terrify

Currently your workplace has private offices for all employees, but your employer would like to convert the space to an open-office concept. They have asked you to present the pros and cons of the open-office concept in a way that gets your colleagues excited about the change. The general purpose and approach you should use is

a) to entertain

b) to inform

c) to persuade

d) to debate

Which of the following is NOT a general purpose of a presentation?

a) to entertain

b) to explore

c) to inform

d) to persuade

Inspirational speeches are categorized as what type of speech? CC-BY Boundless

a) Informative

b) Persuasive

c) Entertaining

d) Exploration

A speech or presentation that should make a convincing case for its position is referred to as:

a) Persuasive

b) Commemorative

c) Informative

d) Categorical

Why should you consider timing when preparing for a presentation? CC-BY-SA Boundless CYU

a) To avoid running out of time and having to cut short important content

b) To make sure that the rate at which you speak gives the desired effect

c) To make sure you have correctly timed technological elements such as slides

d) All of the above

e) Only (a) & (c)

If a manager located in Canada wishes to give a live demonstration to colleagues located in South Africa, which multimedia tool would be most appropriate for facilitating the presentation? CC-BY-SA Boundless

a) An audience-response system

b) A digital slideshow

c) A web-conferencing application

d) An interactive whiteboard

Modern scholars generally describe the three general purposes of speaking as: CC-BY-NC-SA chpt6 CYU

a) entertain, persuade, and debate

b) persuade, inform, and perpetuate

c) celebrate, perpetuate, and inform

d) inform, persuade, and entertain

e) deliberative, epideictic, and forensic

“To persuade a group of local residents to buy a car from Mitken’s Car Dealership is an example of which type of purpose? CC-BY-NC-SA chpt6

a) celebratory

b) specific

c) systematic

d) supplemental

e) general

Benji wanted to speak on the elements of jazz music, but his instructor told the class that they could choose only from a specific list of topics. This is an example of: CC-BY-NC-SA chpt6

a) poor topic selection

b) constraints

c) a bad speech

d) poor narrowing

e) topic shortage aversion

Which of the following statements is best? CC-BY-NC-SA chpt4 end

a) A fact is carefully reasoned.

b) A fact is verifiable by authoritative evidence.

c) A carefully considered opinion is as good as factual evidence.

d) Assumptions are always wrong.

e) Opinions, even expert opinions, never belong in human discourse.

## Incorporating Backchannels

Using polling tools to gather audience input or feedback during a presentation is especially useful when

a) the audience is very small.

b) the audience is very large.

c) the audience is all together in the same room.

d) the audience is distributed across many sites or rooms.

e) (a) and (c)

f) (b) and (d)

If you are delivering a presentation without any additional assistance, and would like to make use of backchannels, an effective strategy would be: CYU

a) have an extra laptop available so you can keep track of comments as they come in

b) at natural breaks in the presentation, minimize your other visual aids and display the comment feed

c) wait until after the presentation to view the comments and reply to questions via the backchannel

d) select a person in the room at random to monitor the backchannel and cue you into questions

You have been asked to deliver a brief presentation at an industry trade show. Using a backchannel during the presentation might be beneficial because it

a) increases exposure to your company.

b) increases exposure to you as an expert at the trade show.

c) enables a larger audience to engage with your presentation.

d) encourages audience interaction.

e) All of the above

During your presentation with takes place at the public speaking conference, SpeakUp, you wish to use a backchannel. There are hundreds, if not more than 1,000 people, attending the conference, and there will be presentations happening at the same time as yours. In order for you to more easily organize the backchannel discussion for your presentation and help your audience connect with each other, you should

a) use time at the beginning of the presentation for everyone to introduce themselves and share their social media contacts.

b) tell the audience about the conference hashtag, #SpeakUP, and encourage them to use it for your presentation.

c) come up with your own hashtag and share it with your audience, encouraging them to use it for your presentation.

d) forget about using the backchannel; it will be too confusing with that many people at the conference.

## Developing the Content

“The words you choose to say in your speech or presentation are the most important element of your preparation.” This statement is CC-BY-SA Boundless

a) True. The only way to assure that your audience agrees with your argument is to use clear language.

b) False. As long as you get your point across, the words are not very important.

c) True. With a carefully worded speech, you have the highest likelihood of reaching your audience.

d) False. It is important to consider not only the words you say but also *how* you say them.

Which of the following is a factor to consider when crafting your speech? CC-BY-SA Boundless

a) Be concise in your word choice and make sure every word has a purpose

b) Consider the context of your speech: audience and venue

c) Think about your overall goals and the purpose of your speech

d) All of the above

When you outline your speech or presentation, you discover that your three main points are supported by points 1, 3, and 3 respectively. What does this indicate to you? CC-BY-SA Boundless

a) That you did not do enough research

b) That your speech or presentation lacks balance and proportion

c) That the body of the speech or presentation will be too short

d) That your main points will not be clear enough

A successful introduction should CC-BY-SA Boundless CYU

a) establish your credibility.

b) explain the relevance of your topic to your audience.

c) lay out a map of your speech.

d) All of the above

Which of the following is a method of gaining credibility, specifically with a skeptical or hostile audience? CC-BY-SA Boundless

a) Reveal a personal connection to your topic

b) Refer to outside authorities that agree with your viewpoint

c) Identify a shared goal and return to that goal throughout the speech or presentation

d) All of the above

Why should you introduce your topic and state a thesis or position as early as possible in your presentation? CC-BY-SA Boundless

a) Your audience is unlikely to listen to you longer than five minutes

b) After you grab your audience’s attention, you only have a small window to prove your presentation’s value

c) If you wait to state your thesis or position, you will build your audience’s anticipation and excitement

d) All of the above

Which of the following best describes the role of a conclusion in a speech? CC-BY-SA Boundless CYU

a) The help the audience remember the primary message from the speech

b) To summarize the main points of the speech

c) To lead into a Q&A session

d) All of the above

e) Only (a) and (b)

When should a speaker summarize the main points of a speech or presentation? CC-BY-SA Boundless

a) After restating the primary message of the speech or presentation

b) During the body of the speech or presentation

c) After the introduction

d) During the Q&A session

When preparing for a speech or presentation, you should fill in transitions during which step of the process?

a) After creating an introduction and conclusion

b) Before developing a general premise

c) Before creating an introduction and conclusion

d) After generating main points and organizing them strategically

An outline helps prepare for speeches and presentations by CC-BY-SA Boundless

a) presenting the material in a flowchart form.

b) creating a script of what the speaker wants to say.

c) constructing a structure to follow during the presentation.

d) showing the relationship among ideas in the speaker’s writing.

Presenters should take the time to gather information related to their speech or presentation topic because research can CC-BY-SA Boundless

a) back up claims with information from the Internet

b) back up claims using personal opinions

c) back up claims with evidence from experts

d) back up claims based on general information that is well known to the public

Which of the following is an example of how to connect your topic to audience interests? CC-BY-SA Boundless

a) Use words that give the presentation greater coherence by making it more explicit

b) Give introductory previews of what you will say, in addition to summaries of what you just said

c) Group similar ideas together and connect them to the main points in your presentation

d) Express your own excitement about the topic to help the audience connect

Which of the following is an example of a drawback of appealing to the emotions of your audience? CC-BY-SA Boundless

a) Audiences may feel manipulated by a disingenuous emotional appeal

b) If taken too far, an appeal to emotion can seem forced

c) If an emotional appeal appears inauthentic, an audience may reject the appeal and the speaker

d) All of the above

Which of the following types of persuasive appeals focuses on appealing to the audience’s sense of logic and reason? CC-BY-SA Boundless

a) Logos

b) Ethos

c) Pathos

d) None of the above

To create an effective emotional appeal in a speech, the speaker must use words that are heavily associated with: CC-BY-SA Boundless

a) Pathos

b) Anecdotes

c) Rhetoric

d) All of the above

## 

## Developing a Presentation Strategy Whole Chapter

In a speech or presentation, examples should CC-BY-SA Boundless

a) occur many times to illustrate each point made.

b) be used as a complement to a key point.

c) be long and involved stories that relate peripherally to the message.

d) All of the above

If you are trying to appeal to your audience’s emotions, a good supporting material to use is CC-BY-SA Boundless

a) a mathematical theory.

b) a newspaper article.

c) a personal anecdote.

d) scientific evidence.

Imagine that you must assemble a speaking outline for a presentation on the endangerment of killer whales. During your research you found the following statistic: “Recent consensus suggests an absolute minimum of 50,000 killer whales exist worldwide.” Where would these notes be best placed in a speaking outline? CC-BY-SA Boundless

a) The introduction

b) The transition

c) The body

d) The conclusion

You have been invited to speak to a class of third grade students (ages 8 and 9) on ways to avoid catching a cold. Which of the following would be the most effective way to get their attention at the beginning of your speech or presentation? CC-BY-SA Boundless CYU

a) Pretend to sneeze into your hands several times as you walk up to a student. Then wipe the back of that hand across your nose before extending it to the student for a handshake.

b) Ask them “How many of you like catching colds?”

c) Tell a story about the time you got to skip school for a week because you caught a bad cold

d) Provide data that show 2 percent of all colds progress to life-threatening conditions like pneumonia or pleurisy

In order for your speech or presentation to be easy for your audience to follow, it is important to fully understand what you are speaking about. Which of the following is a good way to ensure that you understand your topic? CC-BY-SA Boundless

a) Understand the question your speech or presentation will be answering

b) Make sure you understand the meaning of all the terms you plan to use

c) Decide what purpose your speech or presentation will fulfill

d) All of the above

e) Only (b) and (c)

List the five basic functions of introductions, and explain why these functions are important.

Capture the audience’s interest; State the purpose of your speech; Establish credibility; Give the audience a reason to listen; Signpost the main ideas

List and give one original example of five of the 11 attention-getting devices you could use in the introduction of a presentation.

subject statement; audience reference; quotation; current event; historical event; anecdote, parable, or fable; surprising statement; question; humour; personal reference; occassion reference

Why is humour both useful and dangerous at the same time?

It can be an effective way to gain audience attention and encourage acceptance of a message, but the presenter may run the risk of either insulting the audience or creating an awkward atmosphere if not done well.

List the three basic functions of conclusions, and explain the importance of each.

to signal that you have concluded your presentation; to summarize your main points; to deliver a residual message or a call-to-action

When conducting an audience analysis prior to your presentation you should try to determine your audience’s

a) expectations, environment, prior knowledge, likely reactions.

b) expectations, context, prior knowledge, likely reactions.

c) experience, context, prior knowledge, likely reactions.

d) expectations, context, interest, likely reactions.

e) expectations, context, prior knowledge, attentiveness.

You are government official speaking to an audience of senior citizens about changes in their government-sponsored health care benefits. Which of the following would be a good way to establish your credibility with that audience? CC-BY comm101

a) Begin your speech with a story about your grandmother

b) Describe what your job is and how you were trained to do it

c) Summarize what you know about the audience’s health care concerns and provide information that addresses those concerns.

d) Emphasize how the changes will not increase their out-of-pocket expenses.

Which of the following is NOT a function shared by BOTH the introduction and the conclusion of a speech? CC-BY comm101 CYU

a) Identify the main points

b) Get the audience’s attention

c) Make the topic important to the audience

d) Present the speech’s thesis

Which of the following includes an effective preview of a speech’s main points? CC-BY comm101

a) This speech will examine three aspects of driving electric cars: how they change what people think about driving, and how they increase the cost of driving, and how they affect the skills needed to drive safely.

b) Today I will show you how electric cars affect drivers’ driving skills, wallets, and the way they think about driving.

c) My goal today is to show you how electric cars will change your future in three ways: they will change how you drive, they will change how much you pay to drive, and they will change how you think about driving.

d) Electric cars will change the future and they will change you, too, because you will think differently about how you drive and because you will pay more to do so.

Which of the following principles of outline creation is INCORRECT? CC-BY comm101 CYU

a) Your outline should be based on a thesis statement which presents one, and only one, idea.

b) Your outline should show that you have developed interest and variety when referring to terms.

c) Your outline should show that you adequately supported your main points.

d) Your outline should show that you have presented similar ideas in parallel ways.

Which audience size enables a speaker to develop a less formal, more interactive speech? CC-BY comm101

a) Small

b) Medium

c) Large

d) None of the above

# Presentation Aids

## Emphasis, Support, and Clarity

Which of the following is a good example of a phrase that signifies that you are introducing illustrations? CC-BY-SA Boundless CYU

a) “Considered by many …”

b) “To name an example, …”

c) “Many people say …”

d) “It is widely believed …”

In an informative speech or presentation, it is a good idea to CC-BY-SA Boundless CYU

a) speak on a subject that your audience already has background knowledge about.

b) rely on pathos to convince the audience by appealing to their emotions.

c) use visual aids to give the audience a representation of information in the speech.

d) All of the above

## Methods and Materials

Which of the following presentations would be more effective with the use of a physical or animate object? CC-BY-SA Boundless CYU

a) A slide presentation on a new employment policy

b) A slide presentation on the different features of a mountain bike

c) A personal finance workshop on real estate investing tips

d) A lecture on the psychological effects of pharmaceutical drugs

Static images such as photographs, paintings, and illustrations can serve as useful visual tools to CC-BY-SA Boundless

a) visualize relationships between different quantities.

b) show detailed calculations, complex data, and large figures.

c) further emphasize or support a speaker’s point.

d) visualize statistics that might be overlooked if just presented verbally.

## Using Visual Aids

A well-known speaker is considering using visual aids for a major presentation. Her main concern is making sure the audience can easily read and understand her visual aids. To accomplish her goal, the speaker should ensure that her visual aids CC-BY-SA Boundless

a) appeal to the demographic background of the audience.

b) can be easily explained in a few words.

c) contain large text and compatible colours.

d) are directed toward primarily middle-aged and elderly listeners.

All of the following should be practised for designing an effective slide presentation, except CC-BY-SA Boundless CYU

a) limiting text to one or two fonts

b) bolding, italicizing and capitalizing important information

c) presenting no more than five to seven lines of text per slide

d) using a font colour that blends in well with the background

If a presenter is using slides in a well-lit room, which of the following colour schemes should be used on the slides to maximize legibility? CC-BY-SA Boundless CYU

a) A dark background with light text and visuals

b) A dark background with dark text and visuals

c) A light background with dark text and visuals

d) A light background with light text and visuals

The most impressive graphics to use in a verbal presentation CC-BY-SA Boundless

a) are sophisticated with lots of special effects.

b) emphasize points about every three minutes.

c) are innovative and simple.

d) are created with PowerPoint.

Handouts can be a distraction because CC-BY-SA Boundless

a) the audience will read them instead of focusing on your presentation.

b) the audience will not bother to listen, because they can simply read the handout.

c) the audience will be tempted to write notes on them and divide their attention.

d) they are more interesting than you.

Which of the following is a tip for effectively using presentation aids? CC-BY-NC-SA chpt15

a) Always pass around presentation aids so your audience can view them up close.

b) If something happens to your aid, there’s no reason to keep going.

c) Speakers don’t need to worry about presentation aid’s aesthetics.

d) Aids need to be large enough to be seen by your entire audience.

e) Every slide, graphic, and word on a computer presentation should be

animated.

List at least three types of visual aids, excluding slides (e.g., PowerPoint), that you could use in a presentation. Provide a reason why you would use each type for a presentation.

* Posters/Flip Charts: use for small group settings to highlights points or encourage audience interaction to progress through the presentation
* Props/Objects: Seeing objects helps to clarify what you are speaking about, and could be used in demonstrations.
* Video: Short clips can be used to enhance your message.
* Handouts: When providing detailed and complex information, handouts can help the audience follow along.

List at least two ways that visual aids can benefit a presentation and two ways they can harm a presentation.

**Benefits:** make your speech more interesting, enhance your credibility as a speaker, guide transitions, helping the audience stay on track, communicate complex information in a short time, reinforce your message, encourage retention

**Harm:** Can fail technically, making it impossible to do your presentation; can distract the audience from what you are saying; if poorly done, they can harm your credibility; may communicate the wrong message; may dominate your presentation.

List and explain at least two considerations when using colour in your slides.

**Legibility** - if the background colour and text colour do not contrast and/or complement each other, it can be difficult to read the slide text. Also, some colour combinations should be avoided such as red and green, as red/green blindness is common.

**Align with message** - in some cultures colour has specific meanings (e.g. red = stop or danger). Match the colour with the message your are trying to convey in the context you are in.

# Communicating with a Live Audience

## Preparing to Present

Which of the following is a useful element to consider when developing your voice? CC-BY-SA Boundless

a) What is the occasion, venue, and formality of your speech?

b) What makes you the subject matter expert?

c) Who will be present at your speech?

d) All of the above

e) Only (a) & (c)

Why should you dress appropriately for the occasion at which you are speaking? CC-BY-SA Boundless CYU

a) To give the audience confidence in your abilities

b) To show that you are easy-going and approachable

c) To play up your physical attractiveness

d) All of the above

To rehearse effectively, a speaker should CC-BY-SA Boundless

a) plan a feedback strategy by recording for analysis or getting feedback from others.

b) remember that practice makes perfect.

c) wait to start rehearsing until it is close to the time of the speech so the ideas stay fresh.

d) All of the above

## During the Presentation

While managing a Q&A session following his presentation, Eric finds himself unable to answer a question posed by one of the audience members. Which of the following tactics should Eric take to maintain control of the session? CC-BY-SA Boundless CYU

a) Improvise and make up an answer

b) Promise to provide a more thorough answer at a later time

c) Spend significant time on the question before responding

d) Become hostile and defensive

## Critiquing a Presentation

What is critical thinking? CC-BY-SA Boundless

a) Something that informs, persuades, demonstrates, or entertains

b) Intentional, reflective thinking that helps you determine what to believe and how to act on it

c) Successful delivery of a speech or presentation that relies on logical structure and organization of thought

d) All of the above

What is critical listening? CC-BY-NC-SA chpt4 end CYU

a) negative judgments listeners develop during a speech

b) the practice of detecting flaws in a speech

c) a listener’s use of his or her opinions in order to mentally refute factual details in the speech

d) the rejection of a message

e) careful scrutiny of the ideas and logical elements of a speech

### Communication with a Live Audience Whole Chapter

In Western cultures, it is important to maintain eye contact while speaking because CC-BY-SA Boundless

a) avoiding eye contact can be misinterpreted as lacking self-confidence.

b) it signals that you are interested and attentive.

c) eye contact indicates involvement with the audience.

d) All of the above

When is it a good idea to use audience analysis as a way to cope with the anxiety and stress of public speaking? CC-BY comm101 CYU

a) When you are choosing a speech topic

b) When you are deciding on the kind of language to use

c) When you are giving the speech

d) All of the above

What does the textbook *imply* that you should do to reduce anxiety? CC-BY comm101

a) Reduce uncertainty by anticipating events.

b) Do not think of the audience as adversaries.

c) Practice more to reduce novelty.

d) All of the above

Feeling light-headed, nauseated, forgetful, or inarticulate are all signs of what communication challenge? CC-BY comm101 CYU

a) Speaking anxiety

b) Lack of preparedness

c) Defensive reacting

d) All of the above

The anxiety one tends to feel regarding giving a speech in front of a live audience is commonly known as:

a) adrenaline

b) nervousness

c) stage fright

d) the shakes

Being nervous at the beginning of a speech or presentation

a) is normal but always undesirable.

b) is not normal, and always undesirable.

c) is normal and sometimes desirable.

d) is not normal, and sometimes desirable.

Audiences are adeptly aware of how nervous a presenter is. True False

A technique presenters use to prepare where they imagine himself giving a great presentation is called

a) Channeling

b) Positive nervousness

c) Visualization

d) Zen (or Zoning)

Which of the following is a good way to deal with nervousness leading up to your presentation?

a) Don’t get too down about failing your first few presentations

b) Tell as many people as you can about how nervous you are

c) Focus a lot of effort on writing and practising your introduction

d) Focus a lot of energy on making dazzling visual aids to distract the audience from your nervousness

**Common Myths about Presenting and Public Speaking** CYU

People who suffer from presentation anxiety are high strung. True False

Starting a presentation with a joke is a good technique for any presentation and presenter. True False

A solid technique to reduce nervousness is to imagine the audience naked. True False

Making mistakes in a presentation mean that the presenter “blew it.” True False

The natural state of the audience is empathy, not antipathy. They generally want the presenter to succeed. True False

If you write out your presentation word for word and memorize it, you’re golden. True False

The audience will always be able to tell when the presenter is nervous. True False

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## Developing a Presentation Strategy Questions:

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