

## Chapter 1

Total Point Value \_\_\_\_\_ points

Name \_\_\_\_\_

**Multiple Choice (Circle the Correct Letter)**

Each correct answer is worth \_\_\_\_\_ points

1. What are the three major areas to consider before giving a presentation?
  - a. The People, The Places, The Posture
  - b. The People, The Places, The Seating
  - c. The People, The Places, The Things
  
2. When giving presentations for people from different countries, it is important to be aware of:
  - a. Clothing
  - b. Nonverbal communication & language
  - c. Seating arrangements
  
3. Author/Consultant Phil Bruschi shares how many “deadly sins” of presentational speaking?
  - a. 12
  - b. 11
  - c. 10
  
4. All of the following make a presentation appropriate except for:
  - a. A topic that engages your audience
  - b. A topic that challenges your audience
  - c. A topic that your family enjoys
  
5. You have to be more animated with your visual delivery and louder with your verbal delivery if you present:
  - a. With a podium
  - b. Without a podium
  - c. With and without a podium
  
6. To avoid technical problems when presenting, always \_\_\_\_\_.
  - a. Get to the site early to rehearse
  - b. Make sure every aid is large enough
  - c. All of the above
  
7. The best way to reduce speaking anxiety is:
  - a. To practice
  - b. To tell a lot of jokes
  - c. To pretend you are invisible
  
8. When deciding an appropriate topic to present to your audience, how should one narrow his or her list of topics?
  - a. Consider the 5 W’s
  - b. Consider only who and what
  - c. Take a vote

**True/False (Write True or False)**

Each correct answer is worth \_\_\_\_\_ points

1. A questionnaire about your audience demographics should only include “yes” or “no” questions.
  
2. If your location is uncomfortable to your audience you may need to shorten the presentation.
  
3. When considering the places and time of a presentation, you should consider both where and when the presentation will take place.

### **True/False (continued)**

4. Most listeners are alert for presentations after 11:00am.
5. There's no need to consider your audience when choosing a topic.
6. Considering the time of year is just as important as considering the time of day, when creating a presentation.

### **Essay/Short Answer**

**(Explain As Much As You Can for Maximum Credit)**

1. Describe four of the six demographics listed that are important to consider when it comes to your audience. Point Value\_\_\_\_\_
2. What are the four types of listening? Point Value\_\_\_\_\_
3. When giving a presentation, list and explain the three "times" to examine. Point Value\_\_\_\_\_
4. Why is it important to be aware of gender and culture when creating a presentation? Point Value\_\_\_\_\_

## ANSWER KEY FOR CHAPTER 1

### Multiple Choice

1. C
2. B
3. A
4. C
5. B
6. C
7. A
8. A

### True/False

1. False
2. True
3. True
4. False
5. False
6. True

### Essay/Short Answer

1. Age, race or cultural background, gender, work or group affiliation, economic class, educational level
2. Comprehensive, Analytical, Appreciative, Empathic
3. Time of day, time of year, time limits
4. Gender and culture awareness are important because different language use, symbols and nonverbal communication could encourage or insult people from various countries. Knowing culture or gender ahead of time could prevent your credibility from being hurt.