

Solutions to Chapter 12 Checkpoint Questions

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1. What is an oral presentation?

Answer: An oral presentation is a speech, address, or presentation given to a group.

2. How does an audience typically participate in a presentation?

Answer: Often the presentation includes a question-and-answer session, allowing the audience to participate.

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1. What are five general purposes a presentation may serve?

Answer: A presentation will be given to pass on information, respond to questions and requests, make a request, direct others, or persuade.

2. What are demographics?

Answer: Demographics are information about a group of people.

3. How are most oral presentations delivered?

Answer: Most oral presentations are delivered live, either in person or via a Web seminar.

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1. What are the three basic parts of a presentation that need to be drafted?

Answer: The introduction, body, and conclusion.

2. What is an analogy?

Answer: An analogy is a comparison of two unlike things based on a particular aspect each have in common.

3. What are visual elements in a presentation?

Answer: Visual elements are visual materials, such as visual displays, handouts, and demonstrations, that supplement your words in a presentation.

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1. When learning to control your voice, what is the first thing you should do?

Answer: You should first become aware of how you sound to others.

2. What are five things you can do to control your body language?

Answer: Make eye contact, avoid unnecessary movement, stand up straight, smile, dress appropriately, and practice.

3. If a question is off topic, what can you do?

Answer: If the question is off topic, you could ask the person to wait if the information is covered later in the presentation or to see you at the end of your talk if it is not.