

Fundamentals of Business Communication © 2012
Chapter 12: Giving Presentations—Interactive Quiz Questions

- _____ 1. All of the following are examples of oral presentations *except* a _____.
A. luncheon keynote at a conference
B. product demonstration to potential customers
C. message left on a colleague's voice mail
D. workshop on management techniques
- _____ 2. Oral presentations vary in length, topic, and _____.
A. audience
B. preparation
C. method
D. style
- _____ 3. The approach of an oral presentation should be _____.
A. direct
B. indirect
C. Either A or B.
D. Neither A nor B.
- _____ 4. The general purposes of an oral presentation include all of the following *except* to _____.
A. direct others
B. entertain
C. make a request
D. persuade
- _____ 5. All of the following should be included in your presentation outline *except* _____.
A. picture captions for a slideshow
B. subtopics within each main point
C. introduction
D. main points
- _____ 6. Which of the following should *not* be done when using humor in a presentation?
A. Use a short, funny story as an introduction.
B. Weave a joke or amusing anecdote related to your topic into the presentation.
C. Use a joke to lighten up a very serious presentation.
D. None of the above.
- _____ 7. Oral presentations can be delivered live (either in person or via Web seminar), or recorded and made available as a(n) _____.
A. CD/DVD
B. on-demand download
C. streaming video
D. All of the above.

Name _____ Date _____

- _____ 8. When choosing a presentation method, consider each of the following *except* ____.
- A. the allotted time
 - B. equipment availability
 - C. seating capacity
 - D. the ability to record and save
- _____ 9. "Tell them what you are going to tell them" should be incorporated into which part of the planning outline?
- A. Main points.
 - B. Conclusion.
 - C. Introduction.
 - D. Subtopics.
- _____ 10. "Tell them what you told them" should be incorporated into which part of the planning outline?
- A. Main points.
 - B. Conclusion.
 - C. Introduction.
 - D. Subtopics.