Mostefa BENBOULAID- Batna 2 University Full Name: ……………………………..

Faculty of Letters and Foreign Languages Grade: ………./ 20

Department of English Language and Literature

Level: Master 2

Field: Didactics

Teacher: Dr. GHASKIL Abir Soundous

**First Term Exam of “PRESENTATION SKILLS AND STRATEGIES” (Corrigé Type)**

**Tick the right answer:**

When rehearsing a presentation, it is helpful to recognize and prevent:

* **Fillers such as umm and aaaah**
* Possible gestures
* Possible questions from the audience
* Criticism from friends in the room

To prevent a graph or chart from showing a misleading trend on presentation materials, it is important to:

* **Use complete scales for axes instead of partial scales**
* Use 3-D charts or graphs
* Use stacked graphs or charts
* Use colors for graphs and charts

 It is generally NOT a good practice to deliver a presentation by:

* **Reading the entire presentation line by line**
* Elaborating each bullet point on the presentation materials
* Mentioning the highlights of what is on the screen
* Paraphrasing what is on the presentation materials

When an audience member without a microphone in a large audience asks a question during or after your presentation, it is important for the presenter to:

* **Repeat the question for the benefit of others in the audience who might not have heard it**
* Ask others in the audience to shout the question
* Ask the audience member to come to the front of the room and ask the question
* Respond to the question immediately

To contrast text on a presentation slide for better viewing, it is preferable to use:

* Dark text on a dark background
* **Dark text on light background**
* Light text on a light background
* Light text on a dark background

Which of the following is a requirement that a presenter should know to prepare effectively for a presentation?

* Foods the presenter can eat during the presentation
* Number of bullet points allowed per slide
* **Presentation duration**
* Available attire

One advance preparation you can do to overcome initial nervousness when delivering a presentation is to:

* **Introduce yourself to the audience before the presentation and get to know them**
* Hydrate yourself by drinking a lot of water before the presentation
* Ask the audience write down their questions and give them to you in advance
* Walk into the room just before the presentation

For better readability, it is preferable that bullet points are:

* Page of text
* Long sentences
* **Short phrases or partial sentences**
* Complete paragraphs

The possible order of points for describing the steps for doing something in sequence is known as:

* **Chronological order**
* Spatial order
* Topical order
* Casual order

What is NOT a good strategy if you are unable to answer a question from an audience member during your presentation?

* Acknowledge you don’t know the answer and would think and get back to the questioner
* Ask the audience member to see you after the presentation so you can understand the question better and answer it
* Ask others in the audience if they could answer the question
* **Acknowledge you don’t know the answer and say the question was irrelevant to the topic of the presentation**

Font size of the bullet points on presentation materials should be large enough:

* **For the audience in the last row of the presentation room to view the presentation clearly**
* For you to be able to read from the screen during the presentation
* For your team members to be able to view the presentation clearly
* For the audience in the first few rows of the presentation to view the presentation clearly

The outline of a presentation is a:

* List of technologies that will be used to deliver the presentation
* List of requirements and purpose of the presentation
* **List of major headings or topics to be covered in the presentation**
* List of external sources used in the presentation

In selecting presentation technologies, it is important to select technologies that are:

* The state-of-the-art in presentation technologies
* Freely available to download and use
* **Available and can be used at the presentation location**
* Commonly used by presenters

The purpose of a presentation intended to sell a service to a potential client is to:

* Educate
* **Persuade**
* Inform
* Entertain

Important considerations in rehearsing a presentation are:

* Food and beverages
* **Timing and pace**
* Audience
* Attire

The outline of a presentation should include:

* **A beginning, middle and an end of the presentation**
* Possible questions from the audience
* References
* Acknowledgments

For better readability, the number of bullet points on a slide should be:

* **Less than 7**
* More than 7
* Any number
* 7 to 10

When using content from external sources in presentation materials, it is necessary to include:

* Acknowledgments
* Copyright disclaimer
* **Citations and references**
* Trademark symbol

Proper eye contact with the audience when delivering a presentation involves

* Looking above the audience’s heads
* Making a sweeping glance of the audience from left to right in the front row of the room
* Staring at each audience member
* **Making a sweeping glance of the audience from the left to the right and front to back of the room**

When delivering a presentation as part of a team it is important to:

* Make sure all the team members’ names are listed in order on all the presentation materials
* Coordinate your portion with others in the team so you can present first
* **Coordinate your portion with others in the team and not duplicate their presentations**
* Make sure all the team members have the same duration to present their portion

**Good Luck ☺**