Chapter 13 Presentations and Meetings

True/False
Indicate whether the sentence or statement is true or false.

1. Introductions and briefings are examples of short speeches.  
2. The purpose of an introduction is to give current information on activities, projects, programs, or procedures.  
3. The first step in planning a presentation is to analyze the audience.  
4. The age, gender, culture, education, and experience of listeners affect how they receive your presentation.  
5. Secondary research for a presentation involves locating data that already have been gathered and reported.  
6. Talking from notes is the most effective mode of delivery for a presentation.  
7. Visual aids for presentations can be displayed using posters, flip charts, transparencies, and slides.  
8. Video is the technique of making text or visuals appear to move in computer graphics.  
9. Using an object that is passed among the listeners as a visual aid works well when the audience is large.  
10. Presenters should place all the details that will be discussed on slides or transparencies.  
11. Using contrasting colors for the background and the text on electronic slides makes the slides easy to read.  
12. To create an agenda, you need to know the objective of the meeting but not the topics to be discussed.  
13. Action minutes summarize topics discussed at a meeting, decisions made, and actions to be taken.  
14. Meeting leaders should not encourage people to take part in the meeting by asking direct, specific questions.  
15. Meetings are most likely to yield good results when they have active participants, organization, and effective leadership.

Multiple Choice
Identify the letter of the choice that best completes the statement or answers the question.

16. When planning an oral presentation
   a. analyzing the audience is the last step in the process
   b. determining the objective of the presentation is the first step in the process
   c. determining the time available for the speech is the first step in the process
   d. both a and b

17. The most effective way to deliver a presentation is
   a. talking from notes
   b. reciting from memory
   c. reading from a script
   d. none of the above

18. The introduction to a speech should include
   a. the topic of the speech
   b. your purpose for giving the speech
   c. a preview of the main points of the speech
   d. all the above
19. Delivery of a presentation
   a. does not involve the use of nonverbal symbols
   b. is not as important as the content
   c. is as important as the content
   d. both a and b

20. An evaluation form for a presentation should
   a. include the name and date of the presentation
   b. not include the name of the presenter
   c. include space for comments
   d. both a and c

21. With which type of visual aid are images transferred to clear acetate film and projected on a screen?
   a. transparency
   b. slide
   c. poster
   d. electronic whiteboard

22. When planning visual aids for a presentation, you should consider the
   a. equipment available
   b. audience needs
   c. preparation time
   d. all the above

23. A document that contains text or images related to a presentation is
   a. an agenda
   b. a handout
   c. minutes
   d. an itinerary

24. When using visual aids for a presentation
   a. do not waste time practicing with the aids before the presentation
   b. it is best to reveal all the points on a slide at once
   c. face the audience as you talk about the visual aid
   d. face the visual aid as you talk about it

25. A group of people charged with completing a specific task within a certain time is
   a. a standing committee
   b. an ad hoc committee
   c. a task force
   d. a delegation

26. To show you ability as a leader
   a. recognize everyone’s contributions
   b. accept poor work to keep the employee motivated
   c. maintain order and follow the agenda at meetings
   d. both a and c

27. During a meeting
   a. taking notes is considered rude
   b. you should avoid making eye contact when you speak to others in the meeting
   c. you should be willing to listen to different points of view
   d. all the above
28. When planning a meeting
   a. the first step is to determine the type of meeting
   b. you should state at least three objectives for the meeting
   c. you should invite people who can help accomplish the meeting objective
   d. do not worry yet about the meeting details

29. To lead a meeting effectively, you should
   a. follow the agenda
   b. begin the meeting on time
   c. state the objective at the beginning of the meeting
   d. all the above

30. At the end of the meeting, the leader should
   a. not waste time summarizing what has been covered
   b. review assignments and deadlines for future work
   c. not thank participants because attending meetings is part of their jobs
   d. not distract participants by mentioning a date for the next meeting

Matching

Match the terms to their definitions below.

   a. agenda        f. impromptu speech
   b. briefing      g. minutes
   c. collaborate   h. standing committee
   d. delegate      i. task force
   e. demographics  j. topical

31. A group charged with completing a specific job within a certain time
32. The official record of the proceedings of a meeting
33. A document that lists the topics to be discussed during a meeting
34. Work with other people to accomplish a task
35. A type of outline that uses a few words to describe each subject
36. Characteristics of a group of people, such as gender, age, race, culture, or education level
37. Assign tasks or duties to others
38. A group that is a permanent part of an organization and meets regularly to consider a problem or issue
39. A short presentation given to bring people up to date on business activities, projects, or procedures
40. A short, informal talk given with little advance notice or preparation
Chapter 13 Presentations and Meetings
Answer Section

TRUE/FALSE

1. ANS: T
2. ANS: F
3. ANS: F
4. ANS: T
5. ANS: T
6. ANS: T
7. ANS: T
8. ANS: F
9. ANS: F
10. ANS: F
11. ANS: T
12. ANS: F
13. ANS: T
14. ANS: F
15. ANS: T

MULTIPLE CHOICE

16. ANS: B
17. ANS: A
18. ANS: D
19. ANS: C
20. ANS: D
21. ANS: A
22. ANS: D
23. ANS: B
24. ANS: C
25. ANS: C
26. ANS: D
27. ANS: C
28. ANS: C
29. ANS: D
30. ANS: B

MATCHING

31. ANS: I
32. ANS: G
33. ANS: A
34. ANS: C
35. ANS: J
36. ANS: E
37. ANS: D
38. ANS: H
39. ANS: B
40. ANS: F