

Unit21

True/False

Indicate whether the statement is true or false.

- _____ 1. Synchronous communication is when two people are speaking to one another, either in person or through the use of media such as a phone, computer, or other electronic device.
- _____ 2. A synchronous presentation must convey all of your outline points for you, as you will not be there to answer questions, clarify points, or provide additional information.
- _____ 3. The challenge when creating a presentation is to determine how best to convey your message.
- _____ 4. In a global economy, you must consider the diverse needs of a global audience—even including the use of colors.
- _____ 5. A presentation's timing is always a complex thing, encompassing details such as planned pauses to ask and answer questions and the rate at which bullet points and other elements are brought on to individual screens.
- _____ 6. Just as it is common to use your hands to gesture during normal, everyday conversations, you should also use your hands in this manner when giving a presentation.
- _____ 7. When giving a presentation, you need to be bigger, more expressive, and more powerful than you would be in a normal conversation.
- _____ 8. Before giving a presentation, it is important to know where the light switches are and to have a plan for getting to and from them during your presentation.
- _____ 9. In addition to timing, movement, and lighting concerns, you need to consider whether your presentation can be seen from all points in the room.
- _____ 10. When setting up a presentation for show, you can select which slides to include and which to leave out.
- _____ 11. Only Microsoft's PowerPoint allows you to package a presentation for transfer to media such as a CD, hard drive, or flash drive.
- _____ 12. To create a video from a PowerPoint presentation, you need to purchase third-party video-conversion software.

Multiple Choice

Identify the choice that best completes the statement or answers the question.

- _____ 1. A form of communication in which information is not given and received at the same time.
 a. Synchronous c. Asynchronous
 b. Remote d. Collaborative
- _____ 2. Kiosk presentations of this type are used in places such as museums and stores and each slide is timed to move at a pre-selected pace.
 a. Passive c. Aggressive
 b. Synchronous d. Interactive
- _____ 3. A(n) _____ kiosk allows users to make selections, often with a touch screen. Kiosks of this type are used in places like libraries, gift registries, and information booths.
 a. Passive c. Interactive
 b. Synchronous d. Aggressive
- _____ 4. Rehearsing your presentation in front of a(n) _____ audience is useful because they can ask questions that your real audience might pose, and thus give you practice in answering questions in the midst of your presentation and then transitioning back to continue on.
 a. asynchronous c. passive
 b. live d. remote
- _____ 5. The ability to record a(n) _____ to go with the presentation allows you to hold the audience's interest, make sure your message is conveyed, and gives you a set amount of time to go by when determining exactly how long each of your slides will stay on the screen and how long the entire slide show will last.
 a. music clip c. animation
 b. transition d. voice-over
- _____ 6. When presenting a slide show, the most important part of your face that an audience will focus on is your _____.
 a. eyes c. eye brows
 b. nose d. mouth
- _____ 7. If the room in which you are giving a presentation has windows with blinds that cannot be closed, which of the following will you need to do?
 a. You will need to bring sheets with you to cover the windows.
 b. You will need to make sure that your presentation colors are dark enough and have enough contrast to be seen in a well-lighted room.
 c. You will need to increase the resolution of your presentations.
 d. You will need to change the lumens of the projector.
- _____ 8. In order to establish a presentations final setup options, you need to take into account the _____ for your presentation.
 a. audience c. means of delivery
 b. length d. lighting
- _____ 9. Selecting the slide show _____ requires you to know what projector you will be using.
 a. color scheme c. design
 b. lighting d. resolution

Name: _____

ID: A

- _____ 10. With this PowerPoint feature, you can give separate presentations to different groups in your organization using one presentation.
- a. Asynchronous Shows
 - b. Custom Shows
 - c. Synchronous Shows
 - d. Mini Presentations
- _____ 11. PowerPoint's Set Up Show dialog box lets you decide all of the following EXCEPT:
- a. The type of show
 - b. Which slides to include
 - c. What music to play during the show
 - d. How the show will advance
- _____ 12. With the Create Video feature, you can control the quality of the video files you create, as well as the
- a. size of each file.
 - b. slides used.
 - c. presentation colors.
 - d. animations and transitions.

Short Answer

1. Outline some of the physical presentation concerns you need to consider in addition to timing, movement, and lighting.