

Name: _____

ECE 3940

In Class Exercise: Presentation Quiz

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Mark all answers that apply to you

1. I have given _____ presentations (formal, in-class, as a team/group) in my lifetime.
 - a) 0
 - b) 1-5
 - c) 6-10
 - d) 10-50
 - e) more than 50

2. In terms of giving oral presentations I am concerned about the following:
 - a) nervousness
 - b) going over/under time
 - c) forgetting the information
 - d) making a fool of myself
 - e) nothing

3. When giving oral presentations I...
 - a) tend to fidget.
 - b) sweat a lot.
 - c) use verbal fillers (um, er, you know).
 - d) talk too softly.
 - e) am very confident.

4. I have made/used PowerPoint as an accessory to an oral presentations _____ times.
 - a) 0
 - b) 1-5
 - c) 6-10
 - d) more than 10
 - e) what is PowerPoint?

5. My concerns related to the use of PowerPoint are:
 - a) I don't know how to use the program.
 - b) I don't know how to communicate my ideas effectively using PowerPoint.
 - c) My professors only have boring PowerPoints and I don't want to bore my audience.
 - d) I don't know how much information I can put on one slide.
 - e) I'm not very artistic,

Mark all answers that apply

6. The best way(s) to interact with PowerPoint is/are:

- a) read the slide to the audience
- b) talk about the slide without ever looking at it
- c) put as much info as possible on the slide so the audience looks at it instead of me
- d) use it to explain and show graphs, pictures, and equations that are not easily explainable
- e) use the slides to emphasize the main points

7. Good slides have:

- a) lots of text
- b) pictures
- c) a variety of fonts
- d) interesting backgrounds
- e) animation

8. The amount of information you put on a slide is equivalent to what you can write on a:

- a) PostIt
- b) 3" by 5" card
- c) business envelope
- d) 8.5" x 11" sheet of paper
- e) whiteboard

9. What is the typical amount of time that you are likely to spend per slide?

- a) 10 seconds
- b) 30 seconds
- c) 1 minute
- d) 2 minutes
- e) I put everything on one slide