



Name of the Bundle	Advanced Bundle V1	Subject	Soft Skills
Topic	Basics of Presentation	Last updated on	13 october 2024

Multiple Choice Questions (MCQ) on Basics of Presentation:

1. What is the primary purpose of a presentation?
 - a. To entertain the audience
 - b. To convey information to the audience
 - c. To engage in casual conversation
 - d. To collect personal information from the audience

Ans: b. To convey information to the audience

2. Which of the following is NOT a typical scenario for giving a presentation?
 - a. Talking to a group
 - b. Addressing a meeting
 - c. Demonstrating or introducing a new product
 - d. Writing a personal letter

Ans: d. Writing a personal letter

3. In which situation would a presentation be more appropriate?
 - a. Sharing a meal with friends
 - b. Discussing in a team meeting
 - c. Reading a book alone
 - d. Watching a movie

Ans: b. Discussing in a team meeting

4. What does the presentation involve?
 - a. Presenting a subject or an issue
 - b. Introducing new conflicts
 - c. Engaging in cultural activity
 - d. Discuss personal problems

Ans: a. Presenting a subject or an issue



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5. What makes a presentation successful?

- complex language
- Engaging and clear communication
- Avoiding eye contact
- Unprepared speaking

Ans: b. Engaging and clear communication

6. What is a key characteristic of an informative presentation?

- Lengthy and detailed
- Personal opinions
- Brief and to the point
- Storytelling

Ans: c. Brief and to the point

7. What is the main focus of persuasive presentations?

- Present a problem and explain a solution
- Discuss cooking recipes
- Review movie trailers
- Plan a vacation

Ans: a. Present a problem and explain a solution

8. What is the common use of an informative presentation?

- Teach new information
- Plan a party
- Discuss fashion trends
- Organize a sports event

Ans: a. Teach new information



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9. What is the primary purpose of an instructional presentation?

- a. To distract the audience
- b. To provide specific directions or orders
- c. To convey personal opinions
- d. To engage in casual conversation

Ans: b. To provide specific directions or orders

10. Which of the following is NOT an example of an instructional presentation?

- a. Tutorial classes
- b. Safety demonstrations
- c. Instructional videos
- d. A motivational speech

Ans: d. A motivational speech

11. What is the primary purpose of an arousing presentation?

- a. Provide instructions
- b. Engage audience in discussion
- c. Present factual information
- d. Tutorial classes

Ans: b. Engage audience in discussion

12. Which of the following is a typical feature of an arousing presentation?

- a. Use of powerful language and enthusiastic delivery
- b. Strict adherence to factual and technical details
- c. Providing step-by-step instructions
- d. Delivering straightforward and objective information

Ans: a. Use of powerful language and enthusiastic delivery



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13. Which example best fits the description of an arousing presentation?

- a. Tutorial Class
- b. Motivational speech
- c. scientific research findings
- d. Instructional talk

Ans: b. Motivational speech

14. What type of content is commonly used in an arousing presentation?

- a. complex data
- b. Stories or real-life examples
- c. Detailed procedural steps
- d. Extensive historical data

Ans: b. Stories or real-life examples

15. What is the primary role of a presenter during a presentation?

- a. To design the presentation slides
- b. To communicate with the audience
- c. To create the visual aids used in the presentation
- d. To provide feedback on the audience's performance

Ans: b. To communicate with the audience

16. What is the primary role of the audience during a presentation?

- a. Deliver the content
- b. Prepare materials
- c. Receive and respond
- d. Organize the event

Ans: c. Receive and respond



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17. What is the goal of a persuasive presentation?

- a. To convince people about an idea
- b. To describe a historical event
- c. To list daily chores
- d. To read a poem

Ans: a. To convince people about an idea

18. How are the presentations typically delivered?

- a. Through printed handouts
- b. To the audience through Online or Offline
- c. Only by email
- d. By telephone

Ans: b. To the audience through Online or Offline

19. What are the three basic parts of a well-structured presentation?

- a. Introduction, Body, Conclusion
- b. Introduction, Conclusion, Summary
- c. Title, Content, Q&A
- d. Topic, Length, Style

Ans: a. Introduction, Body, Conclusion

20. In a presentation, _____ is the main Content Section.

- a. introduction
- b. conclusion
- c. body
- d. asking questions

Ans: c. body



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21. Why is conclusion important in a presentation?

- To introduce new information
- To summarize key points
- To distribute handouts
- To collect feedback from the audience

Ans: b. To summarize key points

22. In a Presentation, the Conclusion should be _____.

- lengthy and detailed
- serious
- short and concise
- off-topic

Ans: c. short and concise

23. When is a persuasive presentation useful?

- To entertain the audience
- To convey a complex message
- To share personal opinions
- To show a movie clip

Ans: b. To convey a complex message

24. What should be avoided in the conclusion of a presentation?

- Summarizing the main points
- Reinforcing the main messages
- Introducing unrelated content
- Providing a final thought or takeaway

Ans: c. Introducing unrelated content

25. Which of the following is a benefit of having strong presentation skills?

- Self doubt
- Enhanced confidence and self-image
- Decreased ability to think critically
- Lack of creativity

Ans: b. Enhanced confidence and self-image



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26. Which of the following skills is improved by practicing presentation skills?

- a. Creativity
- b. Financial forecasting
- c. Technical writing
- d. Physical tasks

Ans: a. Creativity

27. In what way do presentation skills enrich verbal communication?

- a. Written focus
- b. Enhanced spoken clarity
- c. Ignoring non verbals
- d. Limited feedback

Ans: b. Enhanced spoken clarity

28. Why do we use examples in Presentations?

- a. To fill time
- b. To clarify key points
- c. To confuse audience
- d. To go off-topic

Ans: b. To clarify key points

30. In a business setting, what is a common use for a presentation?

- a. Discussing a new company policy
- b. Organizing a team lunch
- c. Creating a social media post
- d. Going on vacation

Ans: a. Discussing a new company policy