



Name of the Bundle	Advanced Bundle V1	Subject	Soft Skills
Topic	Developing Presentation skill	Last updated on	13 October 2024

Multiple Choice Questions (MCQ) on Developing presentation skill:

1. What is the first step in giving an effective presentation?
 - a. Memorizing the content
 - b. Collecting relevant information
 - c. Creating visual aids
 - d. Rehearsing the presentation

Ans: b. Collecting relevant information

2. Which skill is involved in conducting research for a presentation?
 - a. Public speaking
 - b. Time management
 - c. Brainstorming
 - d. Leadership

Ans: c. Brainstorming

3. Why are organizational skills important for developing presentations?
 - a. They make presentations entertaining
 - b. They help deliver concise and timely presentations
 - c. They increase audience participation
 - d. They ensure that the content is memorized

Ans: b. They help deliver concise and timely presentations

4. Which of the following is listed as a skill for effective organization in presentations?
 - a. Time travel
 - b. Attention to detail
 - c. Telepathy
 - d. Mind reading

Ans: b. Attention to detail



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5. Which of the following is NOT an ability that helps with organizational skills while developing a presentation?
- Planning
 - Prioritization
 - Storytelling
 - Visual aids

Ans: c. Storytelling

6. What does "delivery" refer to in the context of giving presentations?
- Content
 - Performance
 - Structure
 - Length of the presentation

Ans: b. Performance

7. Delivery in presentations requires _____.
- writing and editing skills
 - verbal and nonverbal communication skills
 - technical and software skills
 - management and leadership skills

Ans: b. verbal and nonverbal communication skills

8. Which of the following is a verbal communication skill required for delivery in presentations?
- Audience engagement
 - Body language awareness
 - Pronunciation and clarity
 - Visual aid design

Ans: c. Pronunciation and clarity



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9. Body language awareness is an example of which type of communication skill?

- a. Verbal
- b. Nonverbal
- c. Written
- d. Digital

Ans: b. Nonverbal

10. Why are strong writing skills important for presentations?

- a. Impress audience
- b. Stay on message & clear
- c. Increase length
- d. Add more data

Ans: b. Stay on message & clear

11. What is the main focus of public speaking skills in the context of presentations?

- a. Developing perception
- b. Memorizing content
- c. Using complex vocabulary
- d. Engaging with the audience

Ans: d. Engaging with the audience

12. How should a presenter appear in front of a crowd?

- a. Confident and comfortable
- b. Serious and Informal
- c. Casual and relaxed
- d. Nervous and entertaining

Ans: a. Confident and comfortable



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13. What is the significance of establishing clear objectives in a presentation?

- a. To entertain the audience
- b. To stay focused from beginning to end
- c. To reduce the amount of preparation
- d. To make the presentation shorter

Ans: b. To stay focused from beginning to end

14. What do analytical skills help you do in relation to your presentation performance?

- a. Memorize the content
- b. Deliver the presentation without notes
- c. Look at your performance
- d. Add humor

Ans: c. Look at your performance

15. Which of the following is an important ability needed for analysis?

- a. Public speaking
- b. Observation
- c. Storytelling
- d. Time management

Ans: b. Observation

16. According to the framework, what is the purpose of "Preparation"?

- a. To gather audience feedback
- b. To research and outline content
- c. To create visual aids
- d. To deliver the material confidently

Ans: b. To research and outline content



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17. Which "P" involves rehearsing the delivery out loud?

- a. Practice
- b. Planning
- c. Post-Evaluation
- d. Presentation

Ans: a. Practice

18. What does the "Post-Evaluation" stage of the presentation represent?

- a. Review feedback afterwards
- b. Create handouts and slides
- c. Rehearse the presentation out loud
- d. Research the topic

Ans: a. Review feedback afterwards

19. In a presentation, how to avoid overwhelming your audience?

- a. Add lots of images
- b. Minimize the number of slides
- c. Use a smaller font size
- d. Include as much text as possible

Ans: b. Minimize the number of slides

20. How can you make charts and graphs more understandable?

- a. Use complex terminology
- b. Avoid using labels
- c. Use clear and concise labels
- d. Include more text on the slides

Ans: c. Use clear and concise labels



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21. What kind of slide backgrounds create an effective presentation?

- a. Dull colour
- b. Subtle and consistent
- c. Blurred fonts
- d. Dark and plain

Ans: b. Subtle and consistent

22. Before finalizing your presentation, it is recommended to _____ to ensure it is error-free.

- a. Increase the number of slides
- b. Add more animations
- c. Check the spelling and grammar
- d. Remove charts and graphs

Ans: c. Check the spelling and grammar

23. Why is it important to use a solid, well-rehearsed opening?

- a. To create confusion
- b. To make an immediate friendly impact
- c. To lengthen the presentation
- d. To avoid audience participation

Ans: b. To make an immediate friendly impact

24. What type of body language should you use during the presentation?

- a. Closed and defensive
- b. Confident and positive
- c. Uncertain and hesitant
- d. Aggressive and dominating

Ans: b. Confident and positive



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25. If you need a moment to collect your thoughts during a presentation, what is the best approach?

- a. Keep talking without stopping
- b. Take a pause - it's perfectly fine
- c. Switch to a different topic
- d. Hurry through the rest of the content

Ans: b. Take a pause - it's perfectly fine

26. Which of the following phrases indicates a transition to a new topic?

- a. "Ladies and gentleman,..."
- b. "Good morning everyone..."
- c. "Now, let's move on to..."
- d. "Let's begin....."

Ans: c. "Now, let's move on to..."

27. Which phrase can be used to invite the audience to focus on a specific detail?

- a. "Let's take a closer look at..."
- b. "Next, I'd like to discuss..."
- c. "Before we proceed, I'd like to conclude..."
- d. "Building on that point..."

Ans: a. "Let's take a closer look at..."

28. Which factor involves understanding the needs and characteristics of the people you are presenting to?

- a. Personal Appearance
- b. Use of Visuals
- c. Audience Analysis
- d. Voice Projection

Answer: c. Audience Analysis



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29. How does body language influence a presentation?

- a. It does not have any effect on the audience
- b. It can enhance or detract from the message being delivered
- c. It should be avoided entirely
- d. It is only important during the closing

Answer: b. It can enhance or detract from the message being delivered

30. Which factor involves the effectiveness of images, charts, and graphs in supporting your message?

- a. Voice Projection
- b. Opening and Closing Presentation
- c. Use of Visuals
- d. Body Language

Answer: c. Use of Visuals

31. What should presenters do to avoid losing the audience's attention during their talk?

- a. Use filler words liberally
- b. Manage Time Effectively
- c. Speak without pauses
- d. Rely solely on visuals

Answer: b. Manage Time Effectively

32. Why is voice projection important during a presentation?

- a. To ensure only some people can hear
- b. To maintain a monotone delivery
- c. So the entire audience can hear and understand
- d. To avoid using visuals

Answer: c. So the entire audience can hear and understand



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33. Which tip emphasizes the importance of rehearsing your presentation multiple times?

- a. Manage Time Effectively
- b. Practice Delivery
- c. Avoid filler words
- d. Engage Your Audience

Answer: b. Practice Delivery

34. What does choosing the right angle for standing during a presentation help with?

- a. Enhancing audience engagement
- b. Making the presentation longer
- c. Reducing the need for visuals
- d. Limiting movement on stage

Answer: a. Enhancing audience engagement