

Unit 8 Test

Presentation Development

Name _____ Date _____ Hour _____

Multiple Choice

Choose the answer that best completes each statement or question.

- ___ 1. “The National FFA Organization has provided a source of pride, community, self-development and income for millions of young people” is an example of a(n)____.
- A. informative presentation
 - B. persuasive presentation
 - C. opinionated presentation
 - D. entertaining presentation
- ___ 2. “The National FFA Organization should require all students enrolled in Agricultural Education classes to be members of FFA” is an example of a(n)____.
- A. informative presentation
 - B. persuasive presentation
 - C. opinionated presentation
 - D. entertaining presentation
- ___ 3. Which presentation type has the goal of influencing the audience to either change or strengthen their belief about a topic of common interest?
- A. informative presentation
 - B. persuasive presentation
 - C. opinionated presentation
 - D. entertaining presentation
- ___ 4. What would be the first step to developing a presentation or speech?
- A. topic selection
 - B. message selection
 - C. determine length of time required
 - D. determine outline format required
- ___ 5. As you develop your message’s ideas and structure, you need to ____.
- A. limit content to facts and figures
 - B. avoid stating specific facts and figures
 - C. enhance the message with fictional examples and stories
 - D. build it around personal stories and real-life examples

- ___ 6. The part of the speech that must grab the attention of the audience is the ____.
- A. body
 - B. transition
 - C. conclusion
 - D. introduction
- ___ 7. The part of a speech that is the longest and supports your statement of purpose is the ____.
- A. body
 - B. transition
 - C. conclusion
 - D. introduction
- ___ 8. The body of a speech should consist of at least ____.
- A. one main point
 - B. two main points
 - C. three main points
 - D. five main points
- ___ 9. The body of a speech should consist of no more than ____.
- A. two main points
 - B. three main points
 - C. five main points
 - D. seven main points
- ___ 10. What element of a speech links ideas together?
- A. body
 - B. transition
 - C. conclusion
 - D. introduction
- ___ 11. The conclusion should be no more than ____.
- A. 5 percent of your presentation
 - B. 10 percent of your presentation
 - C. 15 percent of your presentation
 - D. 20 percent of your presentation
- ___ 12. What part of a speech should reinforce the central idea?
- A. body
 - B. transition
 - C. conclusion
 - D. introduction

- ___ 13. What is the best way to help organize your support material for a presentation?
- A. outline
 - B. note cards
 - C. digital voice recorders
 - D. Internet bookmarks
- ___ 14. When beginning your research, a specific area that will help you index and filter the supporting information you find for your speech is referred to as a ___.
- A. main topic
 - B. sub-topic
 - C. primary point
 - D. transition point
- ___ 15. A collection of materials used in preparing a presentation that allows for credit to be given where credit is due is a(n) ___.
- A. index
 - B. glossary
 - C. appendix
 - D. bibliography
- ___ 16. Repeating word for word a statement from someone else would be an example of a ___.
- A. digital citation
 - B. spoken citation
 - C. written citation
 - D. review citation
- ___ 17. What type of citation would give credit to the author of a photo used in a visual presentation?
- A. visual citation
 - B. spoken citation
 - C. written citation
 - D. image source citation
- ___ 18. What type of citation would be used at the end of a visual presentation?
- A. digital citation
 - B. spoken citation
 - C. written citation
 - D. review citation

- ___ 19. A guideline when creating a bibliography is that it should contain no less than ____.
- A. three entries
 - B. four entries
 - C. five entries
 - D. six entries
- ___ 20. A bibliography should contain no less than ____.
- A. two different types of sources
 - B. three different types of sources
 - C. five different types of sources
 - D. six different types of sources
- ___ 21. A bibliography should contain at least ____.
- A. one personal interview
 - B. two personal interviews
 - C. three personal interviews
 - D. four personal interviews
- ___ 22. When using a chart in a visual presentation, a good guideline is to use ____.
- A. just one font
 - B. at least two fonts
 - C. at least three fonts
 - D. as many different fonts as possible
- ___ 23. What should be your primary goal during the question and answer period?
- A. appear to know everything
 - B. answer questions with one word
 - C. use as much time as allowed
 - D. answer the question as fully as possible
- ___ 24. What should you do when you do not know the answer to a question?
- A. make up an answer on the spot
 - B. say you don't know the answer
 - C. provide an answer to a different question
 - D. don't say anything in response
- ___ 25. How can you buy yourself a little time at the beginning of a question and answer period?
- A. use long pauses
 - B. restate the question in your words
 - C. ask that the question be repeated
 - D. use prefatory or introductory statements

Short Answer

26. What are resources that can be used when researching a topic?

27. What style is the recognized standard for the Prepared Public Speaking Career Development Event?
