

Chapter 1 – Foundations

1. False. If the audience isn't engaged by the presenter, they won't pay attention and therefore won't retain the information, important or not.
2. False. Nearly everyone gets nervous speaking in front of an audience, even people who have done it hundreds of times.
3. True. This skill is sometimes ranked above prior experience and personal motivation as a desired trait for those who want employment in a professional work environment.
4. A. Pericles
5. True. By observing how others present and critiquing what they do, you are required to focus and listen to what they are saying, practicing your listening skills.
6. False. While some people are more comfortable with public speaking than others, speaking well in public can be learned.
7. C. Edward R. Murrow
8. False. Research is certainly important but the delivery of the information is equally or maybe even more important.
9. False. PowerPoint, Prezi and other visual aids are useful but will not save a bad presentation. Don't use the visuals as a crutch for lack of preparation.
10. B. Practice
11. False. Most problems, like the use of verbal fillers, lack of eye contact, and reading off PowerPoint slides can be overcome with practice.
12. C. National Communication Association

Chapter 2 – Communication Principles and Presentation Success

1. A. Getting what is in my head into your head
2. True. I can't consider that I have successfully communicated my ideas to you unless I know you have understood them.
3. B. Audience-centered
4. A. Nonlinear
5. B. The person who is speaking or sending the message
6. C. The audience that is hearing and decoding the message
7. True. The message a presenter delivers may contain one or all of these aspects.
8. A. Nonlinear model of communication
9. B. Feedback
10. D. Distractions
11. C. Message fidelity
12. B. Two
13. A. Mass Communication
14. C. Linear
15. D. A college class lecture

Chapter 3 – Ethical Decisions and Public Presentations

1. A. Quintilian
2. C. Abraham Lincoln