SELF-EVALUATION

SELF-EVALUATION: Answer the following test questions. There is only one correct answer. Each question is worth a point.

EVALUATION:
‹5 correct answers: INSUFFICIENT
6 correct answers: SUFFICIENT
7-9 correct answers: PASS
9-10 correct answers: EXCELLENT

MARK

If the mark of the test is 5 or less than 5, it is recommended to review the lesson again.

SELF-EVALUATION TEST

1. When organizing the content to present:
   a. It is advisable to include all the information available to be able to present all the details.
   b. The crucial, useful information and details should be chosen in this order of priority.
   c. The important thing is not the content of the presentation but the way it is presented.

2. According to the chunking concept, the organization of the content of a presentation:
   a. It should be broken down into only 3 main parts, since a larger fraction can divert attention from the audience.
   b. Ideas are organized and described from the most important to the least important.
   c. Ideas are broken down hierarchically into 3 equal parts, which in turn can be broken down into more parts, as long as the fractionation occurs into 3 equal parts.

3. The information of a figure:
   a. It should be part in the image and another part in the text that describes the image.
   b. All the information should be in the image, and with key details.
   c. It should be as simple as possible, so as not to collapse the image even if it does not present all the required information.
4. For audience to process the information presented:
   a. Information should be presented in order and in order of importance, so that the audience can follow the slide with a natural reading and direction.
   b. The speaker establishes the order of the information, and as long as it is clearly described, the order and position of the images is irrelevant.
   c. The aesthetic impact is not as important as the content.
5. Repetition of the format of the slides and the use of templates:
   a. Repetition can bore the audience, so it should not be repeated.
   b. More than one template can be used in the same presentation.
   c. Repetition is recommended to focus public attention on the content of the presentation.
6. Regarding the type and size of font to use in a presentation:
   a. You must choose a size that can be read throughout the showroom, so you should increase it as much as possible.
   b. It must be adapted to the type and size of the room, as well as the quality of the projector that will be used, so it is advisable to check it previously.
   c. You can choose a standard size used in other presentations.
7. When choosing between the use of tables and figures:
   a. Any of them can be chosen, as long as the information to be presented is included.
   b. The tables contain less detail than the figures.

c. The use of tables should be limited to cases that require a lot of detail, but, as a general rule, the figures convey more clearly.

8. Verbal language must be accompanied by:

   a. A combination with slides and body gestures.

   b.   Verbal language is the most important, since it is the only way to transmit the information to the audience.

   c. Verbal language is not very important, as long as the content of the slides is strictly necessary.

9. Enthusiasm in a presentation:

   a. It will always be necessary, even if that enthusiasm is shown aggressively.

   b. An optimal point must be found between maintaining enthusiasm without exaggeration during the presentation.

   c. It is not necessary if the data presented is already very important or has a great impact.

10. The day before an important presentation in front of a demanding audience:

   a. It is convenient to prepare everything in detail and memorize all the slides.

   b. It is convenient to have clear ideas, the message to be transmitted and the sequences of the slides. Memorizing the first slide can help.

   c. It is advisable to review again and again in order to improve the content of the presentation, even if that means taking time away from possible trials.