

## PRESENTATION TOOLS FOR BUSY PEOPLE

### Post-Test

Name \_\_\_\_\_

(Please enter legal name above)

Birth date (required)

Format: 01/03/1999

M	M	D	D	Y	Y	Y	Y

Where do you work? (example: HCMC, MVAHCS, etc.) Enter N/A if you are not employed.

Hospital \_\_\_\_\_ Unit \_\_\_\_\_

\*Email Address \_\_\_\_\_

\*TCHP hospitals must use work email address.

*I verify that I have read this home study and have completed the post-test and evaluation.*

By checking this box, I am submitting my electronic signature to this statement.

- 1) What do you want to know about the audience before you present to them?
  - a) Who makes up the group
  - b) Who the power people are
  - c) What issues are facing the group
  - d) All of the above
- 2) What are objectives?
  - a) Useless phrases written for educational programs
  - b) Features that you want the audience to hear
  - c) Hard to write
  - d) Very formal
- 3) You have five minutes to give a presentation. You should:
  - a) Plan to talk really fast to get all of the information in
  - b) Plan to end early to field questions that may arise
- 4) How much time should an introduction take for a 60 minute presentation?
  - a) Between 10 and 12 minutes
  - b) Between 12 and 15 minutes
  - c) Between 3 and 6 minutes
  - d) Less than 3 minutes
- 5) The key to effective "grabber" introductions is:
  - a) To make the grabber relevant to the topic
  - b) To be very funny
  - c) To make the audience cry
  - d) None of the above
- 6) Which of the following would make you think that the audience was "with you?"
  - a) The audience was making eye contact
  - b) The audience was asking pertinent questions
  - c) Everyone was awake
  - d) All of the above
- 7) When developing overheads, you should:
  - a) Have fewer than 7 lines/page
  - b) Have less than 7 words/line
  - c) Use dark colors on a light background
  - d) All of the above
- 8) When developing slides, you should:
  - a) Have fewer than 7 lines/slide
  - b) Use less than 15-20 words/slide
  - c) Use greater than a 14 point font
  - d) All of the above
- 9) What should you always do when planning a presentation with an LCD projector?
  - a) Practice with the actual projector
  - b) Buy an LCD projector
  - c) Make a hard copy of the AVs
  - d) Stand in front of the screen
- 10) What is one of the key characteristics of a successful presentation?
  - a) Audience involvement
  - b) Good overheads
  - c) Business attire
  - d) Funny jokes

- 11) What is not a technique for diminishing stage fright?
- a) Relaxing before the presentation
  - b) Meeting the audience before the presentation
  - c) Taking Valium that your mother had
  - d) Knowing and preparing your topic
- 12) Speakers who have an open body posture:
- a) Have their arms open
  - b) Use large hand and arm gestures
  - c) Move around the area
  - d) All of the above
- 13) Clutching the podium for "dear life" can cause the speaker to:
- a) Lose contact with the audience
  - b) Faint
  - c) Show his nervousness
  - d) All of the above
- 14) Non-purposeful body movements include:
- a) Sweeping your arms to make a point
  - b) Moving into the audience
  - c) Jangling the change in your pocket
  - d) Pointing for a question
- 15) How long should you wait at the end of your presentation for questions?
- a) Ten minutes
  - b) Four minutes
  - c) One minute
  - d) Not at all

**Expiration date:** The last day that post tests will be accepted for this edition is **December 31, 2017**—your envelope must be postmarked on or before that day.

## Evaluation: Presentation Tools for Busy People

Please complete the evaluation form below by placing an “X” in the box that best fits your evaluation of this educational activity. Completion of this form is required to successfully complete the activity and be awarded contact hours.

At the end of this home study program, I am able to:	Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree
1. Focus your presentation to meet the needs of your audience.	
2. Organize and prepare for your presentation.	
3. Develop audiovisuals that will increase the impact of what you have to say.	
4. Plan strategies to deliver your presentation	
5. The teaching / learning resources were effective. <i>If not, please comment:</i>	

The following were disclosed in writing prior to, or at the start of, this educational activity (please refer to the first 2 pages of the booklet).	YES or NO
6. Notice of requirements for successful completion, including purpose and objectives	
7. Conflict of interest	
8. Disclosure of relevant financial relationships and mechanism to identify and resolve conflicts of interest	
9. Sponsorship or commercial support	
10. Non-endorsement of products	
11. Off-label use	
12. Expiration Date for Awarding Contact Hours	
13. Did you, as a participant, notice any bias in this educational activity that was not previously disclosed? <i>If yes, please describe the nature of the bias:</i>	

14. How long did it take you to read this home study and complete the post test and evaluation:

\_\_\_\_\_hours and \_\_\_\_\_minutes.

15. Did you feel that the number of contact hours offered for this educational activity was appropriate for the amount of time you spent on it?

\_\_\_ Yes

\_\_\_ No, more contact hours should have been offered

\_\_\_ No, fewer contact hours should have been offered.

Expiration date: December 31, 2017
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