

Assessment Questions for *Using Visual Aids*

Name:

Select the best response.

1. In a presentation, visuals should be:
A. the focal point.
B. support for your points.
2. It is always more effective to use slides than to use a flipchart.
A. True
B. False
3. When using transparencies on an overhead projector:
A. letters should be at least 1/4" high.
B. use a frame for each image.
C. dim the room lights.
D. A and B
E. B and C
4. Transparencies are placed on the glass stage of the projector exactly as you would place them for you to read.
A. True
B. False
5. A good technique when using a pointer is to:
A. put the pointer down when you are not using it.
B. hold the pointer in the hand nearest the screen.
C. consider using a "swizzle stick" for a pointer.
D. all of the above
6. Which of the following is unpopular with some audiences because it appears as if the speaker has a secret?
A. revelation (revealing each item as you discuss it)
B. masking (showing the whole, then masking all but your subject)
C. overlays (transparencies on top of transparencies)

7. The screen should be placed above the floor at least:
- A. one foot.
 - B. four feet.
 - C. eight feet.
 - D. twelve feet.
8. An advantage of using slides is:
- A. photos reproduce well.
 - B. slides are easier to update than videotapes.
 - C. the room does not have to be dark.
 - D. A and B
 - E. A and C
9. When using visuals, you should:
- A. orient yourself to look at the visual and not at the audience.
 - B. orient yourself to look at the audience and not at the visual.
 - C. keep shoulder orientation to the audience.
 - D. any of the above
10. Maintaining even pace when presenting slides is better than varying the pace.
- A. True
 - B. False
11. A chart to convey percentage relationships is a:
- A. flow chart.
 - B. line graph.
 - C. pie chart.
 - D. none of the above
12. Before buying a film or videotape, you should ask yourself if:
- A. it portrays a pluralistic workforce.
 - B. its technical quality is high.
 - C. it is realistic, relevant and cost effective.
 - D. it is appropriate for your group.
 - E. all of the above
13. If a film works well, yet the film's soundtrack isn't right for your audience, a creative idea is to develop your own narrative and turn the sound off.
- A. True
 - B. False
14. Film and video audiences tend to be:
- A. passive.
 - B. active.

15. Models are sometimes the best visual aids except when they:

- A. are tangible.
- B. add realism.
- C. add drama.
- D. are used for large groups.

16. When profiling your audience, try to determine:

- A. level of education.
- B. knowledge of topic.
- C. gender and ethnic background.
- D. all of the above

17. To plan the sequence of your visual aids, you should use a:

- A. chalkboard.
- B. storyboard.
- C. thumbnail sketch.
- D. video tape.

18. A good design:

- A. is simple and organized.
- B. has white space.
- C. has a dominant point.
- D. has interesting divisions and a path for the eye.
- E. all of the above

19. Each visual should present only one idea.

- A. True
- B. False

20. The color red on a visual usually signifies:

- A. growth and movement.
- B. spiritual meaning.
- C. power and energy.
- D. negative issues.

21. Any words used on a visual should not require additional explanation.

- A. True
- B. False

22. A good rule for including words on a visual is:

- A. five lines of four words each.
- B. six lines of six words each.
- C. six lines of no more than ten words each.
- D. eight lines of four words each.

23. It is a good idea to use all caps for text on visuals.

- A. True
- B. False

24. Whenever you plan a presentation with visual aids, you should have

- A. a slide projector.
- B. a backup plan.
- C. a projector bulb.
- D. all of the above

25. You should avoid reading aloud from your visuals.

- A. True
- B. False

Good Luck

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Qualitative Objectives for *Using Visual Aids*

To explain the use of seven types of visual media

Questions 3, 4, 5, 6, 7, 8, 10, 15

To show how to organize and create visuals

Questions 17, 18, 19, 20, 21, 22, 23

To provide tips and advise about pitfalls in the use of visual aids

Questions 1, 2, 9, 11, 12, 13, 14, 16, 24, 25

Answer Key

1. B (5)
2. B (9)
3. D (12)
4. A (14)
5. D (16)
6. A (19)
7. B (14)
8. D (21)
9. C (23)
10. B (24)
11. C (27)
12. E (36)
13. A (37)
14. A (37)
15. D (38)
16. D (42)
17. B (46)
18. E (48)
19. A (52)
20. C (56)
21. B (58)
22. B (59)
23. B (62)
24. B (70)
25. A (69)