

Organizing Your Talk Review

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Understanding Oral Presentations

Name: _____

Date: _____

Answer the following questions based on what you've learned about organizing presentations.

1. What are the main parts of a presentation structure?

- A. Introduction, Main Points, Conclusion
- B. Introduction, Body, Summary
- C. Opening, Details, Closing

2. What is one way to grab someone's attention when you start speaking?

3. The conclusion of a presentation should ____ the main message.

4. The introduction tells listeners what you will talk about.

- True False

5. What is the purpose of main points in a presentation?

- A. To entertain the audience
- B. To provide 3-4 key ideas
- C. To make the presentation longer

6. Why is it important to organize your thoughts for oral communication?

7. A man has joy in giving an ____ answer; and a word at the right time, how good it is!

8. It is not necessary to have a clear outline for a successful presentation.

- True False

9. What makes a conclusion memorable?

- A. Ending with a joke
- B. Summarizing the main points
- C. Reading from a script

10. What was challenging about creating an outline for your presentation?

Answer Key

1. 0 2. You can start with a question or a surprising fact to engage your audience. 3. summarize 4. True 5. 1 6. Organizing thoughts helps you present clearly and makes it easier for the audience to understand your message. 7. apt 8. False 9. 1 10. I found it hard to decide which points were the most important to include in my outline.