

Basic Presentations Concepts and Functions

Instructions: *The following statements all concern information about designing and enhancing presentations. Place a check next to those statements with which you agree. Be prepared to defend your choices with facts that support your decisions.*

Agree	Statements:
	1. Any presentation is acceptable regardless of the audience. Why Not:
	2. An employer may send employees to a workshop with the purpose of training and motivating them with a new product line. Why Not:
	3. Bullets are used as a way of enhancing important information in a presentation. Why Not:
	4. Visual information can only be represented with a picture. Why Not:
	5. Sans Serif is recommended for all presentations. Why Not:
	6. Storyboards are best completed at the end of a presentation. Why Not:
	7. The target audience may differ based on age, profession, or ability. Why Not:
	8. Color can be a powerful asset in presentation design. Why Not:
	9. Charts and graphs are best used in representing numerical information. Why Not: