
	Mansoura University Faculty of Engineering Biomedical Engineering Program	
Presentation Skills		For level 200 BME Students
Date: 18/11/2019	Allowed Time : 30 min	Total Marks: 20 Mark
Fall 2019-2020	Mid-Term Exam	2 pages

### First Question (1 Mark for each Point)

Determine whether the following statements are true or false

1. In presentation, ignoring audience helps you be more effective.
2. Using visuals helps you to improve your conversations.
3. Oral presentations are an integral part of an engineer's career
4. Self confidence in interview creates bad impression
5. In interview, Careless appearance creates bad impression
6. In interview you should emphasize on salary
7. By reviewing the job description you can identify the skills required for the job.
8. Wearing casual in interview is always the safest "dress for success"
9. At the end of the interview, you should always ask about the next step in the process.
10. You should use examples from your actual work experience to answer questions during a job interview.

### Second Question (1 Mark for each Point)

Choose the correct answer for the following points from the multiple-choice list.

- |   |   |   |   |
|---|---|---|---|
| 1 | What is the best way to greet the person interviewing you?    | 2 | Which of these should be avoided in an interview? |
| a | A firm handshake  | a | Clarity   |
| b | A hesitant wave from a suitable distance                      | b | Smile   |
| c | A strong hug  | c | Confidence  |
| d | A kiss on the cheek, just as you would greet a close relative | d | Confusion   |

- 3 Which of these is a communication skill?
- a Talking clearly
  - b Chewing gum
  - c Looking bored
  - d None of the above
- 4 What body language shows you are listening?
- a Turning away from the speaker
  - b Nodding and making eye contact
  - c Looking out of the window
  - d None of the above
- 5 If you want to complain, what's the best way to behave?
- a Get very angry
  - b Get ready to cry
  - c Stay calm but stick to your point
  - d None of the above
- 6 ... is the first enemy of communication.
- a Noise
  - b Clarity
  - c Politeness
  - d Completeness
- 7 ..... creates a bad impression
- a Rich knowledge of role
  - b Preparing well
  - c Poor personal appearance
  - d Giving good examples on your skills
- 8 The communication process complete when...
- a The sender transmits the message
  - b The message enters the channel
  - c The message leaves the channel
  - d The receiver understands the message
- 9 As soon as you get back from the job interview, you should:
- a Put your feet up and relax, knowing you did a great interview
  - b Spend hours kicking yourself for some poor answers you gave
  - c Quit your current job in anticipation of a new job offer
  - d Immediately fire off thank you letters/e-mails to each person who interviewed with you
- 10 Your job interview is scheduled for 9 a.m. What time should you arrive?
- a exactly at 9 a.m.
  - b 1 minutes before the interview begins
  - c 15 minutes before the interview begins
  - d 60 minutes before the interview begins

*The End*