

# 21 Lecture - ENG101

## Important Mcqs

1. **Which of the following is a common type of visual aid used to present information graphically?**
- Text document
  - Spreadsheet
  - Flowchart
  - Email

**Solution: c. Flowchart**

2. **What is the main benefit of presenting information graphically?**
- It can make the information more complex.
  - It can make the information more difficult to understand.
  - It can simplify complex data.
  - It can reduce the amount of information that can be presented.

**Solution: c. It can simplify complex data.**

3. **What software programs can be used to create visual aids?**
- Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Access

**Solution: c. Microsoft PowerPoint**

4. **Why is it important to consider the audience when presenting information graphically?**
- The audience's familiarity and understanding can impact how information is presented.
  - The audience's background does not affect how information is presented.
  - The audience's understanding is not important in presenting information.
  - The audience's feedback does not matter in presenting information.

**Solution: a. The audience's familiarity and understanding can impact how information is presented.**

5. **What potential biases or misinterpretations should presenters be aware of when using visual aids?**
- Visual aids cannot be misleading.
  - Visual aids can be misleading if the data is not presented accurately.
  - Visual aids cannot be misinterpreted.
  - Visual aids cannot be biased.

**Solution: b. Visual aids can be misleading if the data is not presented accurately.**

6. **What are some common mistakes to avoid when creating visual aids?**

- a. Using too much text
- b. Using irrelevant graphics and colors
- c. Not providing enough context or explanation
- d. All of the above

**Solution: d. All of the above**

7. **What are some benefits of using graphs and charts to present information?**

- a. They can make the data more complex.
- b. They can make it more difficult to identify trends and patterns.
- c. They can simplify complex data.
- d. They can reduce the amount of information that can be presented.

**Solution: c. They can simplify complex data.**

8. **What principles should be kept in mind when creating visual aids?**

- a. They should be visually appealing and attention-grabbing.
- b. They should be relevant to the information being presented.
- c. They should be simple and easy to understand.
- d. All of the above.

**Solution: d. All of the above.**

9. **How can presenters ensure that their visual aids are effective?**

- a. By choosing the right type of visual aid for the information being presented.
- b. By keeping the audience in mind.
- c. By testing the visual aid before presenting it to ensure that it is clear and easy to understand.
- d. All of the above.

**Solution: d. All of the above.**

10. **What types of visual aids can be used to present information graphically?**

- a. Bar graphs
- b. Line graphs
- c. Pie charts
- d. All of the above.

**Solution: d. All of the above.**