

TSG 158-0020 CONDUCT A MILITARY BRIEFING

Exam

1. (What is the requirement?) Is an element of which step of the briefing process?
 - a. Research
 - b. Plan
 - c. Draft
 - d. Revise

2. To determine your audience you should contact the:
 - a. Personnel Officer
 - b. Public Information officer (PIO)
 - c. Action Officer
 - d. My OIC

3. A briefing is a speech that visually presents a written report.
 - a. True
 - b. False

4. You may have to organize the briefing or speech in a manner that allows the listener to grasp the speaker's thoughts after the second time he/she hears it.
 - a. True
 - b. False

5. Which item below is not an element of the briefing presentation?
 - c. Introduction
 - d. Body of the Presentation
 - e. New Information
 - f. Overall Comment

6. Which of the following is not an element of the Introduction?
 - a. Gain Attention
 - b. Thesis Statement
 - c. Main Points
 - d. References

7. The Body of the Presentation must support and reinforce

- a. The major parts of your thesis.
- b. The minor parts of your thesis
- c. The major and minor parts of your thesis.

8. _____ are used to tie the parts together along to help your audience to follow your thinking.

- a. Major points
- b. Action verbs
- c. Transitions
- d. Tags

9. Your conclusion should end with where you began. You need to review the ideas and relationships of your major points and conclude with

_____.

- a. Future plans
- b. New research
- c. Your thesis statement.
- d. Actions pending.

10. Which of the following is not an appropriate Timing strategy?

- a. Incorporate time for questions and answers as appropriate.
- b. Have someone in the audience give you periodic time checks.
- c. Stretch out your presentation just to use up your allotted time.
- d. Number your Visuals.