

1. *Assignment*
 - a. Are there further questions about the social organization of mathematics?
 - b. Consider and contribute ideas on each of the various subtopics to be suggested today for a discussion of presentation guidelines.
2. *Presentations.* Intake suggested subtopics for a discussion of presentation guidelines. Ms. Crump and I report here a class discussion of what things we should consider.
 - a. Suitability for audience: balance of old and new, level
 - b. Organization
 - i. Story line
 - ii. Arrangement
 - iii. Having appropriate items and information on-hand
 - c. Technology
 - i. Computer system
 - (1) Computer & projector
 - (2) Internet
 - (3) Sound
 - ii. Screen & pointer, black or white board
 - iii. Overhead & slide projectors
 - iv. Software
 - (1) For preparation
 - (2) For display
 - v. Charts
 - vi. Props
 - d. Immediate impact
 - i. Appearance
 - ii. Understandability of speaker
 - iii. Readability
 - iv. How much per slide or board panel?
 - v. Impact of visuals
 - vi. Impact of sound, speech, props
 - e. Back and forth
 - i. Issuing questions expecting response
 - ii. Handling questions
 - f. Pacing
 - i. Building interest
 - ii. Coming to a conclusion
 - iii. Leaving an impression