

- **The formula**
  - Working in groups of 9 to 10 students
  - Each student should prepare a subject to be discussed during a group meeting
  - 15 minutes per subject: 2 to 3 minutes for the chair and 12-13 minute discussion
  - 1-hour sequences for each group
  - At the beginning of each meeting, reporters are chosen to record the minutes of the meeting and write a complete report of the meeting and of the following discussions
  - Each participant assesses each final report
    - Random choice of subjects among career and industry-related topics
    - 6 weeks in September/October/November
- **Skills**
  - **Professional skills**
    - Discovering new career and industry oriented subjects
  - **Management and teamwork skills**
    - Preparing a meeting agenda
    - Chairing a meeting
    - Taking notes in meeting situations
    - Reporting on meeting discussions
    - Making a constructive assessment
    - Providing a personal feedback on a report
  - **Communication skills**
    - Meeting language skills
    - Asking for opinions
    - Making suggestions
    - Agreeing and disagreeing
    - Answering questions in English
    - Writing the minutes of a discussion
    - Using one's own words to report on a document
  - **English language skills:**
    - Speaking skills
      - General communication skills: speaking fluently and clearly, good body language etc.
      - Relevant vocabulary and grammar skills
      - Pronunciation of French sounding words (e.g. BIO, method, protein...)
      - Concise but correctly written slides
      - Improvement of speaking contributions (do not make the same errors again)
    - Writing skills: report and assessment of other students' work
      - Minimum number of words
      - Proper use of tenses
      - Word order issues
      - Improvement of written contributions (do not make the same errors again)

# Professional Meetings - Organization

## Topics

- **Semester 1: professional and career-related topics, selected from a list;**
- **Semester 2: industry-related topics, selected from a list.**

## The meeting

Students are randomly assigned the task of reporting at the beginning of each talk

The chairing student (C) must prepare an oral presentation of the subject (no visual support) as well as some questions to help with the chairing of the meeting. These questions should be formulated in such a way that all the other students are encouraged to give their opinion and that the group comes to an interesting conclusion on the subject at the end of the meeting.

Participants (P) must give their opinion.

## Reporting

The reporter writes the report within a few hours after the meeting and uploads it on UPdago by the following Friday at midnight.

Report: 500 to 600 words (strictly), starting with a full report of the presentation, followed by the minutes of the meeting discussion. These minutes should reflect all the items discussed in the meeting. Be aware that reports will be checked for grammar, spelling and syntax mistakes.

# Professional Meetings - Assessment and grading

## Assessment

All the participants assess the final reports of their groups

- Semester 1: assessments on common mistakes
- Semester 2...

They should make sure to elaborate on their assessment: each student is required to explain why the report is adequate or not. You should reformulate and not copy/paste the contents of the report

## Grading system

Communication skills during meetings. Four grades of equal value:

- Presentation
- Answers to questions
- Chairing the meeting
- Participation (questions or opinions)

Reporting and assessment.

Peer-assessment of reports, with two grades:

- Peer-assessed grade on reports (graded out of 60)
- Assessment of partners (graded out of 40)