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**Preparing for your Projet Long presentation**

Before your presentation, read these guidelines. Have you followed all of them?

**Before the day**

* Read the **evaluation rubric** on Moodle: <http://moodle-n7.inp-toulouse.fr/course/view.php?id=1967>
* **Proof read** your slides **together** to ensure there are no obvious mistakes.
* Familiarise yourselves with the **whole** **presentation** (see Guidelines Part 1 on Moodle: http://moodle-n7.inp-toulouse.fr/course/view.php?id=1082).
* Check the running order given by your department so you know when you’ll be presenting.
* **Proof read** **your extended abstract**. Refer to the guidelines on Moodle (http://moodle-n7.inp-toulouse.fr/course/view.php?id=980) if you have any questions about the format. Remember, each student in each group must write their own **individual** extended abstract. The extended abstract should be 1000 words long (+/- 10%). The author’s name should be clearly written.

**On the day**

* Arrive 10-15 minutes in advance.
* **Give your individual extended abstracts to the English jury member as soon as you enter the room/Zoom call**. If your jury takes place on Zoom, you should send **a zip folder** containing all team members’ abstracts in the Zoom Chat. If your jury takes place in the school, you should provide **printed copies**.
* Your abstract will be evaluated (but not corrected) on the day and will contribute to your overall mark.
* Make sure one of your team introduces the whole team (first names are enough unless there are two or more people with the same name) and ensure you repeat names when handing over to the next speaker (see slide on transitions http://moodle-n7.inp-toulouse.fr/course/view.php?id=1082).
* Be prepared tobrieflyanswer (in English) questions from the English SHS jury member who evaluates your professional English communication skills and your soft skills. Questions will focus on key non-technical skills you have developed throughout the project (adaptability, awareness of industry/sectoral challenges, problem-solving, decision-making, teamwork, leadership, self-awareness of individual strengths) and the implications for your professional development. For example:
  + What did you learn about yourself with this project?
  + What did you learn about working with other people?
  + Which soft skills did you develop? Which ones do you need to develop more and why?
  + Which teamwork issues did you encounter, if any? How did your resolve them?
  + What non-technical skills were/are particularly important and why?

Best Regards

The Soft Skills team