

How To Utilize Management Communications Writing Center Services

Many business students graduate from college unaware that when they enter the business world to begin their career specialties, their employers will also expect them to be able to communicate effectively.

Business people must build their professional expertise on a solid foundation of well developed business communication skills if they plan to reach their career goals.

The Management Communication Writing Center at A.B. Freeman School of Business is dedicated to assisting students to learn to communicate clearly and effectively. Writing instructors work one-on-one with students to identify and correct problems in organization, grammar, spelling, and formatting.

Our goal is to give students writing tools they will be able to use throughout their professional careers to write clear and concise reports, proposals, case analyses, memos, and other business documents.

MAKING APPOINTMENTS

The Writing Center is located on the second floor of Goldring-Woldenberg Hall I. The Writing Center is open Monday – Friday. We occasionally schedule weekend hours for special assignment needs.

Writing instructors see students by appointment; each appointment is 20 minutes long.

- Schedule an appointment-- in writing-- on the MCC bulletin board located on the wall outside the Writing Center (GW220).
- Clipboards marked with days of the week (Monday, Tuesday ...) are on the bottom portion of the board. These clipboards contain daily sign-up sheets for general writing instruction appointments. (The clipboards across the top of the bulletin board are reserved for Legal Studies {LGST 301} classes only.)
- Check in with the writing instructor when you arrive for your appointment; writing instructors will either be in their offices or at the round wooden tables in the Writing Center.
- Bring a pen and two hard copies of your paper with you. You will work hand-in-hand with the writing instructor to review your paper and identify and correct problems in organization, grammar, and spelling. We do not review papers on computer screens.

As you begin your session, inform the writing instructor about any questions you have or problems you wish to focus on. MCC writing instructors will assist you with issues of clarity, grammar, correct punctuation and spelling, and help you identify and correct weak areas of your writing. Writing instructors assist with writing and communication issues; they do not advise you on the content of your papers.

ENGLISH AS SECOND LANGUAGE (ESL) STUDENTS

If you are a foreign student for whom English is a second language, please schedule a double appointment (two 20 minute sessions) to allow for extra coaching on grammar and other communication points.

WHO CAN USE THE WRITING CENTER SERVICES?

The Management Communications Writing Center is available to all A.B. Freeman students who wish to improve their written communication skills. In addition, the Writing Center offers separate writing instruction and legal coaching for Legal Studies (LGST 301) students.

THE NO-SHOW LIST

Writing Center appointment slots are limited and no-shows waste valuable coaching sessions that other students could use. The Management Communications Department keeps a no-show list. Students whose names appear on the list twice during a semester will not be given additional appointments.

GENERAL WRITING CENTER ETIQUETTE

When assignments are due, writing appointments fill up quickly.

- Please plan ahead when you know an assignment is due and make your appointment far enough in advance to allow you time to make corrections.
- Include your contact information on the appointment sheet and call the Writing Center (504) 862-8037 in advance if you must cancel an appointment.
- Please be punctual.

If you are working on a group project and your group makes an appointment with a writing instructor, please be sure to submit your portion of the assignment to your group leader prior to the appointment, especially if you do not plan to attend the appointment session in person.

The Writing Center can be a valuable resource to help you hone your business communication skills as you continue your business studies. We look forward to working with you!

Management Communications Writing Center

Room 220

Goldring-Woldenberg Hall I

Telephone (504) 862-8037

Fax (504) 862-8986