Opens Monday, August 31 for the Fall 2015 semester!

**Hours of operation:** Monday through Thursday – 10:00 a.m. to 4:30 p.m., Friday – 10 a.m. to 2:30 p.m.

**Location:** 110 Jabs Hall

**Did you know...**
- The ability to write and communicate clearly is your ticket to professional opportunity.
- Salaried employees frequently produce reports, memos, and other written and correspondence, as well as regularly communicate through email and PowerPoint presentations, as part of their jobs.
- Career success depends on the ability to present your thoughts effectively, in a convincing and persuasive manner.

**About the Bracken Business Communications Clinic (BBCC)**

As business communications professionals, BBCC coaches are committed to helping improve your communication skills and professionalism. Make an appointment with a BBCC coach to receive one-on-one support and feedback which will help improve your writing, speaking, interviewing, and oral presentation skills.

BBCC coaches can assist students with:
- Brainstorming, organizing and formatting papers, as well as identifying effective business writing techniques to reach specific audiences.
- Individual and group presentations, interview preparation, and PowerPoint slides.
- Résumés, cover letters, business memos, and applications.

**To Make an Appointment:** If you are majoring or minoring in Business or are enrolled in a business course, you may schedule a BBCC appointment through the Clinic’s 24-hour, online scheduling service. Go to the College of Business webpage, [www.montana.edu/cob](http://www.montana.edu/cob), and click on the link in the lower right corner, “Make an appointment with the Bracken Business Communications Clinic”.

**Appointment Length:** Each appointment is 30 minutes long, and students may reserve up to one hour a day in appointment time for papers longer than three pages, résumé reviews, or for assignments that are more complex.
Email Confirmation: After you make an appointment, you will receive an email confirmation. Within this email is a link which allows you to "review and/or modify" your appointment. Use this email confirmation to cancel or reschedule your appointment.

What to Bring to Your Appointment: Please bring a finished draft AND a copy of your assignment to your BBCC appointment. You may also bring a zip drive or your laptop if you wish to edit your assignment electronically.

Student Workstations and Conference Room: The BBCC now has two designated computer workstations for business students to edit papers and Power Point presentations. You are welcome to use these workstations during the BBCC’s normal business hours. An appointment is not necessary to use these workstations.
The BBCC also has a fully equipped conference room to accommodate group work and to provide privacy while students practice oral presentations. When scheduling your appointment, please indicate “group paper” or “oral presentation” in the “purpose of meeting” space, if you would like to use this room.

Missed Appointment Policy
Missed appointments reflect a lack of consideration for your fellow students. Please use the email confirmation you received when you made your BBCC appointment to cancel or reschedule. If you neglect to cancel or reschedule an appointment, we will record your appointment as a “no show.”
If you receive more than three “no shows” within one semester, you may not use the services provided through the BBCC for the remainder of that semester. As a courtesy, you will be notified by phone and/or email after you receive two “no shows”.
Please feel free to contact someone from the BBCC to discuss ways to manage your appointment times successfully. Call 994-1874 or email sarah.cairoli@montana.edu for further assistance.

Revised January 2014