

Business Communication Center Spring 2024 Workshops

1:30 p.m. on Microsoft Teams

Date	Topic
February 7	Personal Branding: Building a Professional Social Media Presence
February 21	Verbal Communication: Speaking with Professionalism & Confidence
March 6	Written Communication: Writing with Clarity & Concision
April 3	BCOM Portfolios: How to Use Canva & Word
April 17	Resumes: Mastering Formatting & Bullet Points
May 1	Cover Letters: Strategies for Standing Out

To register, visit bcc.utdallas.edu and click “Register for a Workshop”

For more information, email Lauren.Ordner@UTDallas.edu

Business Communication Center: JSOM 12.106