

# The Writing Center Presents:

# Professional Writing in the Workplace

Join us for an informative and interactive workshop that will address such topics as email etiquette, professional letter and memo writing, and how and when to use the MCC brand. All are invited to attend.



**Monroe  
Community  
College**  
STATE UNIVERSITY  
OF NEW YORK

#### Presenters:

Cynthia Cooper, Marketing and  
Community Relations

Kathleen O'Shea, English/Philosophy

**Tuesday, April 21, 2015**

**11:30 a.m. – 12:20 p.m.**

**R. Thomas Flynn Campus Center  
(Warshof Conference Center)  
Monroe A, 3-205**