



Effective Communication with Faculty and Staff

Presented by Gerry Knapp

Your interactions with faculty starts in class. Paying attention will help you learn and show the faculty member respect.



What impression do you get from this email?

Recommendation Letter



Good Afternoon Sir,


I took IE 3302 with you in the summer and made a B grade. I was in your office three times today but I guess I narrowly missed you. A statistics tutor job I applied for at BRCC requires I provide a recommendation letter from the Instructor I took the class with. I would be having the interview tomorrow by 11:00AM. Please I would need you to recommend me for the job. I can stop by at your office before 10:00 AM tomorrow, hopefully you would be on sit. Thank you.





Respecting other peoples' time is one of the key elements to having effective interactions.





A helpful faculty member or professor can help you to grow
as a student and professional.



Having a good mentor while in college can have major advantages after graduating.

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Thank you for your time!

Questions?