

Writing Proposal

A proposal is a piece of formal writing similar to a report.

PROPOSALS and reports have a similar layout. Reports are based on current circumstances or situations whereas **proposals are action plans for the future**. You give more space to the current situation in a report and **more space to recommendations for future actions in a proposal**.

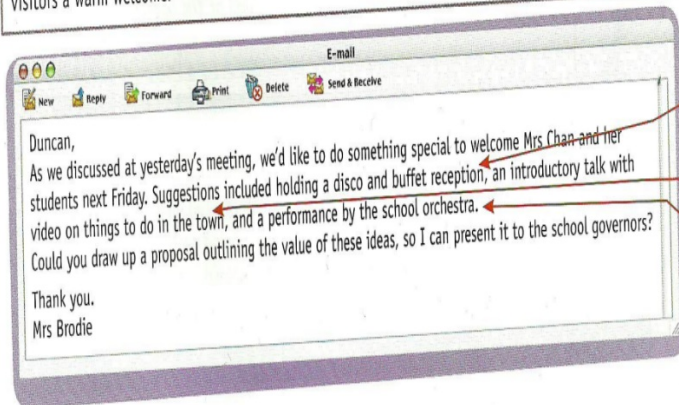
Normally an authority figure (boss/teacher etc,) has asked you to evaluate a set of options for a future event or the improvement of something.

In the task you are evaluating different ways to welcome a group of foreign students who are coming to visit your town.

Read the task and discuss what the 3 suggestions for welcoming the group are.

ALTERNATIVE QUESTION

You are a representative of your school council. You have received the email below from the school principal, regarding the forthcoming visit of a group of foreign students. Read the email and the notes you have written on it, and, using the information given, write a proposal for offering the visitors a warm welcome.



will young people
talk to each other?

video of activities
suitable for age level.

15-year-olds will
be bored!

Write your **proposal**. (180-220 words)

WRITING GUIDE

Discuss how many paragraphs you would use?

Each paragraph should have a title. Work with a partner and suggest a title for each paragraph.

Work with a partner and look at the useful language sheet. Write the introduction for the proposal.

Three main paragraphs

In each of the 3 main paragraphs you need to evaluate the strengths and weaknesses of each suggestion.

Look at the notes in the task, what do they say about each suggestion?

Work with a partner and write a sentence for each point in formal way.

Conclusion

In the conclusion you need to offer your recommendation:

To sum up..., To conclude...

I strongly recommend...due to ...

My recommendations are as follows:...

It is recommended that...

Finish with:

Should these recommendations be implemented/undertaken...