# Writing a Proposal

## YMEC 11

Language Center

# Task 1: Join your group. Which program are you most willing to participate in and why?



SAVE the WHALES
savethewhales.org
Founded in 1977



Saving the elephants



Beach cleanup



Landfill Waste Management Programs

## Task 2: Read the task and the proposal below. What measures can be taken to increase the students' satisfaction in the area of language courses?

Proposal subject:

Language students – let us improve what we do for you!

Unfortunately, we can't spend much money, but we'd like to improve what we provide for our language students. Submit proposals to us explaining what is useful about the current facilities we provide, describe any problems you have with them and make recommendations for how we can improve them, giving reasons to support your ideas.

# How to improve the quality of language classes: a proposal

The principal objectives of this proposal are to describe the current state of language teaching at the Pennsylvania State University, identify areas for improvement, and offer recommendations on exactly what improvements can be achieved.

## Current situation

At the present moment, Penn State offers courses in several languages on three different levels. One can study modern languages such as French, German, Italian, and Russian as a beginner, intermediate or upper-intermediate student.

## Issues

Following a final year survey among students taking language courses, the following areas for improvement can be highlighted:

1. The number of languages on offer is: undoubtedly narrow and restricted to European languages.
2. The structure of the courses is flat: no advanced level.
3. Little innovation in the language methods utilized: simple, the old-fashioned grammar-translation method still reigns supreme.

## Recommendations

It is vital to address the issues raised in the student survey. Therefore, the following actions ought to be performed with a view to improving the quality of the courses and their reception:

A. The offer should be increased to include other widely-spoken languages, especially non-European ones, such as Chinese, Arabic, and Hindi. These languages are real challenges for speakers of European languages.

B. It is advisable to expand the course options by offering lessons for advanced students. Only a comprehensive offer can motivate students to immerse themselves in language learning.

C. Last but not least, some variety needs to be introduced into the array of teaching methods available to students, e.g. online multimedia lessons. The best method of language learning is using many various methods.

All of these measures, if promptly implemented, are surely going to increase student satisfaction in the area of language courses.

## Task 3: Read the model proposal again. Match the highlighted words with their definitions.

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## Task 4: Read the model proposal again. Match the underlined words with their definitions.

1. proposal
2. principal
3. improvement
4. vital
5. comprehensive
6. Measure
7. array
8. current
9. undoubtedly
10. Grammar-Translation Method

a. main
b. A method of teaching languages derived from the classical method of teaching Greek and Latin.
c. necessary
d. definitely true
e. happening or existing now
f. complete
g. an action
h. making something better
i. a plan or suggestion
j. collection of things

## Task 5: Think up some sentences using the words and phrases you practiced in task 4. Write them in the public chat.

1. proposal
2. principal
3. improvement
4. vital
5. comprehensive
6. measure
7. array
8. current
9. undoubtedly
10. Grammar-Translation Method

Example: *"The committee put forward a proposal to reduce the time limit."*

# Task 6: Match the sentences with the part of the proposal.

| Parts of the Proposal | Sentences |
| --- | --- |
| 1. Title & Introduction | a. The principal objectives of this proposal are to… |
| 2. Current situation | b. It is vital to address the issues raised in the student survey; therefore, the following actions ought to be performed with a view to improving the quality of the courses and their reception. |
| 3. Issues | c. Following a final year survey among students taking language courses, the following areas for improvement can be highlighted. |
| 4. Recommendation | d. At the present moment, Penn State offers courses in several languages on three different levels. |

# Task 7: Read the model proposal. How many sections were you recognized?

| |
|---|
| **1. Title (optional) + Introduction**<br>The aims of this proposal are to… |
| **2. Main body: 1st – 2nd paragraph**<br>**Subheading 1**<br>**Paragraph 1:** Describe the current situation<br>**Subheading 2**<br>**Paragraph 2:** Describe the current situation |
| **3. Final Recommendations**<br>Make your recommendations. Write at least 2-3 sentences |

## Task 8: Read the following statements and put a checkmark next to the ones you think are true.

1. It is likely that the proposal will need to include accurate use of modals such as would, could, etc. to talk about possibilities and arrangements for the event. Appropriate structures for recommending and suggesting should be used accurately. Vocabulary connected with the kind of event suggested should be used accurately. ☐
2. The proposal should be appropriately organized in paragraphs or sections, which may each be given a title. These should deal with different aspects, for example, the background, the nature of the proposed event and reasons for choosing it, and suggestions for how it can be organized. Appropriate linking of points should be present. ☐
3. The proposal should be fairly formal or neutral because the context is fairly formal – the writer is submitting a proposal to people who are in charge. The reader would understand clearly the kind of event being proposed, what that event would involve and how it could be organized. ☐
4. The proposal must contain details of what the event would be, where it would take place, what it would involve and how it would be organized. It should also make clear what the scenario is, for example, the kind of establishment that is celebrating its anniversary. ☐
5. Proposals are action plans for the current situation and it leaves more space for recommendations for future actions. ☐

# Some useful language & phrases to write a proposal

## Stating the purpose of the proposal

The principal objectives of this proposal are to…
The objective of this proposal is to…
The purpose of this proposal is to examine/evaluate/explain/describe/analyze / present…
This proposal aims to…

# Task 9: Practice writing some sentences in the public chat using the phrases below. Follow the example:

Example: *"The principal objective of this proposal is to show a view of holding PE an international soccer competition under 18 in our town which should be taking place next summer from 1 August till 16th August."*

## Stating the purpose of the proposal

**The principal objectives of this proposal are to…**
**The objective of this proposal is to…**
**The purpose of this proposal is to examine/evaluate/explain/describe/analyze / present…**
**This proposal aims to…**

# Some useful language & phrases to write a proposal

## Background information

At the present moment,…
Comments made at the end of the questionnaires suggest…
Following a survey among…
Concerned members of the local community were invited to attend…
A number of concerns with regard to XYZ were expressed by…
The following areas for improvement can be highlighted

## Task 10: Practice writing some sentences in the public chat using the phrases below. Follow the example:

*Example: "At the present moment, the school is only focusing on running online classes which would, therefore, restrict the number of students who are willing to participate in face-to-face classes."*

### Background information

At the present moment,…
Comments made at the end of the questionnaires suggest…
Following a survey among…
Concerned members of the local community were invited to attend…
A number of concerns with regard to XYZ were expressed by…
The following areas for improvement can be highlighted

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## Some more useful languages for writing a proposal.

### Introducing your first point:

Firstly
In the first place
First of all
The first thing to consider is
One thing to consider is
To begin with

# Task 11: Practice writing some sentences in the public chat using the phrases below. Follow the examples.

Example: *"We should never have agreed to let him borrow the money in the first place."*

## Introducing your first point:

Firstly
In the first place
First of all
The first thing to consider is
One thing to consider is
To begin with

# Some more useful languages for writing a proposal.

## Introducing more points:

Secondly
Another consideration
Yet another consideration
Another thing to consider is
Added to that
Apart from that
In addition to this

# Task 12: Practice writing some sentences in the public chat using the phrases below. Follow the examples.

Example: *"Secondly, the number of these edges we need to insert must not exceed the number of edges previously removed."*

## Introducing more points:

Secondly
Another consideration
Yet another consideration
Another thing to consider is
Added to that
Apart from that
In addition to this

# Some more useful languages for writing a proposal.

## Making recommendations and suggestions

A working group should be set up by…
There should be an inquiry into…
It would be advantageous to…
It is recommended that…

# Task 13: Practice writing some sentences in the public chat using the phrases below. Follow the examples.

Example: *"A working group should be set up by the board of directors to put things in order."*

## Making recommendations and suggestions

A working group should be set up by…
There should be an inquiry into…
It would be advantageous to…
It is recommended that…

Language Center

## Some more useful languages for writing a proposal.

**Final recommendations**

**Implementation of the above ideas would result in…**
**The following actions ought to be performed with a view to (improving the quality of…)**

# Task 14: Practice writing some sentences in the public chat using the phrases below. Follow the examples.

Example: *"Implementations of the above ideas would result in the increase of the number of potential students."*

## Final recommendations

Implementation of the above ideas would result in…
The following actions ought to be performed with a view to (improving the quality of…)

## Stage 3: Guided Writing (Organization of Ideas)



**Task 15: An in-class activity. Read the task on writing a proposal below and write some sentences for each part in the public chat with the help of your teacher.**

**Proposal subject:**

You go to a university that has a high amount of international students and you have to realize the website is not up to scratch. Write a proposal for the University Dean about how it could be improved.

## Title & Introduction

This proposal is aimed at outlining the way in which the …

## Main body (1st Subheading)

### Problems with using the site

A recent study into how easy it is to get around the site has revealed that 70% of students…

## Main body (2nd Subheading)

### Ways the site could address these issues

It has been well documented that the university website has neither a site map nor…

## Making recommendations

**Recommendations**

I would like to make the following recommendations:

1.
2.
3.

If these recommendations are in place, young people are…

# Sample proposal

This proposal is aimed at outlining the way in which the university website could be improved so that it is more user-friendly for international students. It will suggest what improvements can be made and also set out how this would benefit the students themselves.

## Problems with using the site

A recent study into how easy it is to get around the site has revealed that 70% of students whose second language is English find it difficult to find specific information about their courses. Because of the language barrier, they find it hard to make their search terms clear and this has become a cause for concern. Translating the site is not an option and this can be a big problem, especially at the beginning of the academic year.

## Ways the site could address these issues

It has been well documented that the university website has neither a site map nor an introduction video to help novice students to find their way around it. It would make a huge difference if there were some simple instructions to indicate where to find information. It is a delicate balance as we, of course, want international students to learn English, but also want them to navigate the site with ease.

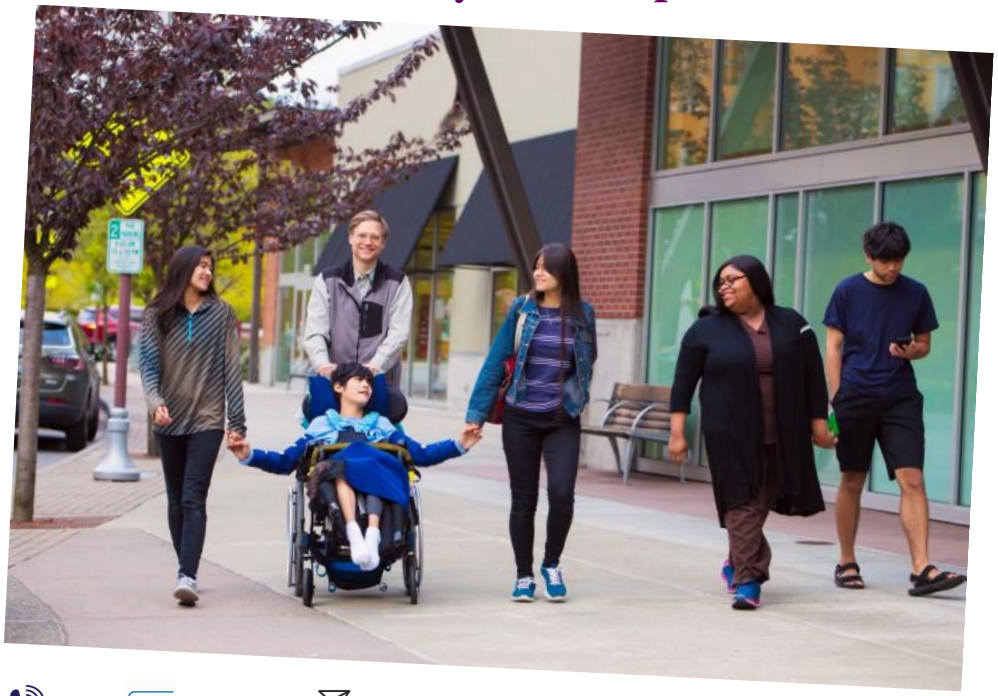
**Recommendations**

I would like to make the following recommendations:

- Invite students who are starting out at the university to a quick and informative seminar to demonstrate how to use the site.
- Provide language help and some useful resources for language learning and assistance.
- Provide a survival pack for students to take with them so and know how to combat technological issues.

If these recommendations are in place, young people are bound to feel more prepared for their experience and take full advantage of this unique experience.

Task 16: Join your groups. What would you do if you ever work in a city council that has received some funds to start new career services for young people? Which areas would you recommend this money will be spent on?





# Stage 4: Free Writing

Write a proposal on the notes you made in task 15 or choose your own topic.

