OUTLINE: If You Are Proposing ONE Solution

Body Para. I. Proposed Solution (Overview)

- **Purpose:** Clearly state your one proposed solution.

- **Source(s) you will use:**

    o *Source: _____*

    o *How you will use this source:*
      _____

Body Para. II. Rationale: Why This Solution Works

(You can divide this into more than one paragraph/section if needed.)

A. Reason/Benefit #1

- *Explanation of this reason: _____*

- **Source(s) you will use:**

    o *Source: _____*

    o *How you will use this source:*
      _____

B. Reason/Benefit #2

- *Explanation of this reason: _____*

- **Source(s) you will use:**

    o *Source: _____*

    o *How you will use this source:*
      _____

C. Reason/Benefit #3 *(optional)*

- *Explanation: _____*

- **Source(s) you will use:**

- o   *Source: _____*

- o   *How you will use this source:*

  _____

Body Para. III. Practical Considerations

(Use this if you need to discuss cost, logistics, feasibility, community impact, timeline, etc.)

- • *What practical factor(s) you need to address: _____*

- • **Source(s) you will use:**

  - o   *Source: _____*

  - o   *How you will use this source:*

    _____

Body Para. IV. Addressing Counterarguments / Concerns

- • *What possible concerns your audience may have about your solution:*

  _____

- • **Source(s) you will use:**

  - o   *Source: _____*

  - o   *How you will use this source:*

    _____

Conclusion / Call to Action

- • *What specific action you want the decision-maker to take: _____*

- • *Why your solution is the most effective choice: _____*