

### Writing assignment 3 (Low Stake)

#### *A Technological Proposal in Counter Design*

Student's Name\_\_\_\_\_

#### **Homework questions:**

Have you ever written a project proposal before? If you have, describe the kind of proposal and to whom it was addressed. If you have not written a proposal, describe what ideas you have about how to present a project proposal

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Imagine that you have to write a proposal to the chair-person of the Department of Engineering Technology to create a recreation area exclusively for the engineering technology students. Which points, by order of importance starting with the most important, would you describe the needs to create the recreation area?

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## (Simple Proposal Template)

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From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Proposal Letter to a Principal

Dear \_\_\_\_\_(XYZ),

I Mr. ....(name of the sender) on behalf of ....(name of the publication) is writing this letter to MR. ...(name of the receiver) who is the principal of ..(name of the school) to offer him good books that can be kept in the school library for the benefits of students. Knowledge and regular studying is important for students to come up in life and keeping good quality books thus will help students shape their career.

Hope you understand the need and accept our proposal soon for the same.

Thanking you,

Yours Truly,

Name of the sender

\_\_\_\_\_

Sign of the sender