

## **PROPOSAL WRITING**

(10 marks)(COMPULSORY)

### **Format / Guidelines**

- Introduction / Heading – 2/3 sentences – Define or introduce the topic. Mention the purpose.
- Objectives / Statement of Objective – 2/3 sentences – Why the particular proposal is being made.
- List of measures – Min 4, Max 6.

Points to be included –

1. Infrastructure – Venue
  2. Timings for regular meetings and work.
  3. Committee (Head of the Committee – preferably a teacher – and other posts).
  4. Membership eligibility and fee. Budget for the project.
  5. Activities to be undertaken – kinds of activities like workshops, seminars, practically useful activities.
  6. Timing and venue of activities.
- Concluding sentence

(ISC proposal writing is mainly based on implementing a project organising an event – thus to seek approval.)

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1. You are the head boy/girl of your school. Write a proposal in not more than 150 words in order to set up a Culinary Club in your school. Write down all the necessary measures required for the same. 10 marks.

Answer:

### **Proposal to set up a Culinary Club in the school.**

#### **Introduction:**

Cooking is an art. A Culinary Club is meant for teaching the art of cooking and anything associated with it. As the head girl (or boy) of the school, I have been given the responsibility of setting up the Culinary Club in the school.

#### **Objectives:**

- It will encourage a lot of interested students to learn how to cook and will make them self dependent.
- It will give them the opportunity to learn about different cultures and communities and their distinct recipes and methods of cooking.

#### **Measures:**

- A room must be prepared which has all facilities for cooking and storing of necessary goods, for example, the Home Science laboratory.
- A committee of six, consisting of students and teachers, must be formed which will take the responsibility of the club and meet once every Monday at 11 a.m.
- A microwave oven, LPG cylinder, refrigerator and stove has to be arranged.
- A chef or a teacher has to be appointed for guiding the interested students.
- A list of interested students has to be prepared.
- The budgetary requirement can be met through a contribution of fifty rupees every month by the members of the club.

**We hope that all our efforts would make the school Culinary Club a success.**