Writing Assignment #1

**Proposal Memo to Decision-maker**

**Assignment Summary**

You must write a **Proposal Memo** at least **800** **words** **long**. The memo must discuss the topic you plan to research and write about in Writing Assignment (WA) #2 (a **Synthesis** **Literature** **Review**) and WA #3, the **Research** **Report**. Your **Proposal** **Memo** topic should be a topic that focuses on two tasks:

* **defining a problem in your workplace or community (neighborhood) persuasively and accurately.**
* **proposing a solution or solutions to the problem or issue.**

**A list of possible topics is available in the Content area of the WRTG 394 classroom both in the “Writing Resources” area and in the “Sample Papers” area. You may want to refer to this for guidance in choosing a suitable topic.**

**How Your Proposal Memo (WA #1) Relates to the Synthesis Literature Review (WA #2) and the Research Report (WA #3)**

The topic you choose for your proposal memo **must be** the topic you write about in WA #2 and WA #3. **Choose carefully**. Do not choose a topic that is too broad, too narrow, or too obscure. See the Instructions for WA #3 for *a list of possible* topics you might choose from. Almost all of these are topics for which you will be able to find research sources. You may also take one of the WA #3 topics and develop your own topic based upon it or related to it. Again, **use** **caution**. It is a very good idea to choose a topic and then do some preliminary research. If you cannot easily find sources for the topic you have chosen, you should choose another topic.

**What you must provide for WA #1, the Proposal Memo**

To complete this assignment successfully, your completed **Proposal** **Memo** should contain the following:

1. **Your memo is structured/formatted with correct sections and headings.**
2. **Your decision Maker(s) is/are clearly identified.**
3. **You have included each section with heading and provide all required information per assignment instructions.**
4. **Your memo meets word length requirements and follows correct business style.**

**Memo Template to Use as You Complete this Assignment**

For this assignment you will follow an assignment template (a template is a frame or format that you will use for completing your memo. Such templates are common in business writing).

***Note: Please use the format outlined below, including the headers provided in bold, for the memo.***

**To:** [Decision Maker Name(s) and title(s)]

**From:** [Your name and title]

**Date:** [Today’s Date]

**Subject:** [Request to conduct research and report on…]

**Summary**

In a few sentences, explain why you are writing your memo. Specifically ask permission to research your topic and write a report about it.

**What the problem is and why it needs to be investigated**

In a few paragraphs describe the problem you are writing about and explain why you want to do research and write a report about the problem and solutions you will propose.

**Secondary** **research you will conduct**

In a few sentences, discuss the research you will conduct using the UMGC library. Remember to mention both trade (professional) sources and scholarly sources.

**Benefits of your research and your report’s recommendations**

In a few paragraphs discuss why your research the report you write will benefit your audience and provide possible solutions to the problem you are investigating.

**Conclusion**

In a few sentences repeat your request for permission to do research and write a report on your topic. Mention the benefits that your work will offer in providing possible solutions to a known problem in your workplace or community.

**Be sure to review the sample Proposal Memos in the Content area of the WRTG 394 classroom for examples of how fellow students have successfully completed this assignment that can offer you guidance and ideas for completing your assignment.**