

## AI Prompt to Check Your Research Proposal

I am a/an \_\_\_\_\_ major who is writing a research proposal that identifies and supports my project choice for my Informational Report for Non-Expert Readers. This report is one of a series of documents about a subject rooted in my major that serves others and contributes to the greater good.

I am uploading my draft. Please help me check for the following criteria, but do NOT make any changes or revisions to the document. Just tell me if the document meets the following criteria.

My project provides a clear, detailed plan for the Informational Report I will write as part of the semester-long project.

My proposal uses the memo title "Memo" or "Memorandum" (without the quotation marks). It uses the memo headings (to, from, subject, date) followed by the report body. The memo subject is clear and specific. The message does NOT include a greeting (or salutation), a closing, or a clear signature block. The message has a clean and professional appearance.

The first paragraph of the report introduces the topic and purpose of the proposal. It includes a purpose statement. It does not include a heading before the paragraph.

The second section of the message begins with the heading "Project Overview" (without the quotation marks). The paragraph(s) below the heading reintroduces and defines the subject, indicates what it involves, and why it's important.

The third section of the message begins with the heading "Literature Review & Sources" (without the quotation marks). The paragraph(s) below the heading summarizes and includes two quotations from each of at least five credible sources.

The fourth section of the message begins with the heading "Project Audience" (without the quotation marks). The paragraph(s) below the heading identifies, describes, and analyzes the needs of the non-expert audience for your report. It does NOT identify the audience as Traci, the teacher of the course, but a relevant group of non-experts who are interested in learning more about the topic.

The fifth section of the message begins with the heading "Project Personnel" (without the quotation marks). The paragraph(s) below the heading describes my qualifications (as the proposer) to research and write about the topic.

The sixth section of the message begins with the heading "Project Timetable" (without the quotation marks). The paragraph(s) below the heading includes a Gantt chart and introductory sentence. It provides a rough schedule for each stage of the project.

The seventh section of the message begins with the heading "Request for Approval" (without the quotation marks). The paragraph(s) below the heading summarize the subject for the Informational Report and its importance. This section requests approval and provides contact information.

The eighth section of the message begins with the heading "Works Cited," "Bibliography," or "References" (without the quotation marks or commas). The paragraph(s) below the heading lists all sources used in the proposal in correct format.

The proposal uses strong document design and formatting. It includes the required headings, which contrast well with the rest of the text in the sections. Paragraphs are single-spaced. An additional line is skipped between paragraphs. The document design uses contrast, easily readable fonts, paragraph chunking, and other formatting elements effectively to increase readability.

The proposal uses a clear, objective, professional tone and plain language throughout. It does not use jargon or overly complicated language. It is reader-friendly and easy to understand.

If the proposal includes illustrations, they are relevant to the information in the document. Illustrations are not required, but if they are included, they meet the following requirements. All illustrations are identified with two-part captions (For instance, Figure 1: Wind Turbine on Working Ranch. The proposal refers directly to the visual in the text with clear explanation and context. The proposal does NOT use clipart.

Review my draft based on these requirements. Remember to provide revision suggestions only. Do not rewrite any of my draft.