

## Proposal

### What to expect in a Part 2 proposal

- The proposal task tests your ability to write persuasively. It focuses on a future action, requiring you to make one or more recommendations and to give reasons for making them.
- The instructions include a description of a situation.
- You may be asked to write for a manager, a tutor, or a group of people such as members of the same club.
- The main difference between a report and a proposal is that a report focuses on the present or past, possibly ending with a recommendation for the future, while a proposal focuses on future action, probably with information about the present or past that makes the recommended action necessary.

### How to do a Part 2 proposal

- Before choosing a proposal question, be sure you can think of enough information about the topic to write a proposal. What you propose should seem reasonable, but remember your proposal is marked on the quality of your English, not on the quality of your ideas.
- Decide what style to use, depending on who the intended reader is. A proposal is usually written in a neutral or formal style.
- Note any knowledge or personal experience you can mention, and include this in your plan.
- Plan your proposal in a logical order, using headings. The headings will depend on the precise situation, but the first might be *Background* or *Introduction* and you might also need *Present situation* and *Recommendations*.

### Practice task and model answer

#### 1 Read the Part 2 task and answer the questions.

- 1 What is the topic of the proposal?
- 2 Who will read your proposal?
- 3 What two things do you have to do?

You are studying at a university in the UK and see this notice on the website of the town council.

The town council is concerned that there are very few opportunities for foreign university students in the town to meet local residents. It has allocated a sum of money to be spent on improving contact.

The council invites anyone interested to send a proposal outlining problems with the present situation and suggesting how it could be improved. The council will consider all proposals before making a decision.

Write your **proposal**.

#### 2 Read this model proposal and answer the questions.

- 1 What style is the proposal written in? Give three examples that show this.
- 2 Which headings correspond to which parts of the instructions?
- 3 What recommendation is made?

##### Improving contact between local residents and foreign students

###### Background

Since the foundation of the university five years ago, the number of foreign students has been growing year on year. There are now in the region of 500. Many live on campus, but a large number live in the town, mostly in rented accommodation which they tend to share with other foreign students.

Some factual information that is relevant to the task.

###### Present situation

Within the university, students from all countries seem to be fully integrated. In the town, **however**, there is little social contact between foreign students and local residents.

Use of linking word

###### Recommendation

My proposal is to run a course of cookery lessons, one evening a week throughout the academic year, with students from various countries, as well as local people, giving instruction in how to prepare dishes from their country or region.

Presents the main points before going on to the justification and details.

Food is a shared interest of most people, and there is **evidence** that such classes create a friendly, sociable atmosphere. I suggest that each week, a group of people from a particular country are responsible for teaching and for helping the participants. This would increase the opportunities for interaction, compared with having only one trainer. The course should be held in a suitable venue that is accessible for both local people and students living on campus, such as the domestic science room in the secondary school.

A justification for the proposal – not just the writer's opinion.

Explains how the proposal could be implemented.

###### Support for proposal

I have discussed my proposal with a number of foreign students, and most of them are very enthusiastic about it as a way of broadening knowledge of their own culture, and of meeting local people.

Shows backing for the writer's proposal – this makes it more convincing than if it is just one person's opinion.