Write a short planning proposal in the form of a letter to the dorm director for improving the unsatisfactory situation in your dorm. Be sure to:

a) give a brief background and identify the problem clearly;

b) clearly state the solution proposed to solve the problem; and

c) conclude with a statement designed to gain the director’s support.

Proposal for Solving the Noise Problem in the dorm near the street

Dear dorm director:

Thank you for your help in organizing the dormitory at the beginning of our first term few days ago. We are now living comfortably in our dormitory. However, recently we have been troubled by street noise, especially those dorms near the street. Actions should be taken to decrease the noise from the street.

Statement of the problem

When we moved into the dormitory on the first day, we were already troubled by noise, especially in the No. 4 dormitory building, where the south window of the dormitory directly faces the street. At night when there is a large fleet of trucks passing by, we usually have a hard time falling asleep before 1 o'clock. Even if we closed the windows, the sound of traffic still bothered us.

Needs assessment

Constant noise has a great negative impact on sleep quality. By addressing this problem immediately, we can help enhance the sound insulation ability of the dormitory windows facing the street. We must reduce noise from the street and eliminate it from our dorms.

Proposed plan

Based on the needs identified above, and on the overall University dormitory building plan, we propose to replace the glass of the windows facing the street with laminated soundproof glass. In this way, we can close the windows and keep the roadside noise out. The replacement process can be carried out in batches, and do the replacement during class time.

Conclusion

The noise from the street is annoying and have negative effect to our daily life in the dormitory. Strong measures are needed to keep the roadside noise out. Careful study of the proposed plan will show that it will be feasible if the recommended replacement is taken.

Please be sure to consider our suggestions proposal and be free to modify it.

Yours sincerely

All of the students in trouble at the dormitory