

PROPOSAL

C1

General information

- Proposals are **action plans for the future**.
- It may be written for a **superior** (boss or teacher) or for a **peer group** (colleagues or club members)
- Make **suggestions** supported by **factual information**.
- Persuade** the reader that a certain course of action should be taken.
- Clearly organised: use **headings**.
- Adapt the style to the target reader.

Useful Language

Paragraph 1: Introduction

- The purpose/intention/aim of this proposal is to outline / present / discuss / give a brief comment / suggest / sum up the last... | The aims of this proposal are to... | This proposal evaluates... | This proposal is intended to present the... | In this proposal I describe/evaluate/present/assess

Paragraph 2

- Background information:** According to ... | All those who were interviewed *believe that / are concerned that...* | A cause of dissatisfaction was... | Most people seem to feel that ... | Several people said / suggested / thought that... | Comments made at the end of the questionnaires suggest... | Following a survey among X... | Concerned members of the local community were invited to attend... | A number of concerns with regard to X were expressed by Y ... | It appears that the majority of ... | The only problem is that ... | Most ...(students seem) ... | Not surprisingly, ... | According to ... | Consideration should be given

Paragraph 3

- | **Making suggestions and recommendations:** Another option would be to ... | I would also suggest ... | I would strongly / highly recommend ... | It would be (highly) advisable to ... | If my recommendations are followed, then ... | The best solution / ideas would seem to be ... | It would be prudent / inadvisable / advisable to ... on the grounds that it / owing to the fact that / due to the fact that... | It would be mutually advantageous...

I suggest that the problem of... can be addressed through... | For the satisfaction of... the ... should be... | More steps also need to be taken to... | ... might like to consider the following: | The following are highly recommended: | They gave/ suggested the following reasons: | They made the following points | Another point to consider is that ... | Alternatively... |

Paragraph 4: Conclusion

All things considered, ... | We have no hesitation in recommending... | In the short/long term, we suggest you should consider... | In my view, in future, we should... | To improve the situation, we recommend...

- | It is recommended that... | It would be advisable for X to... | I would therefore recommend *that/Ving* | It would seem that Ving | In view of this, I (would) recommend...

Sample Layout

Title
Heading 1: Introduction / Aim
Heading 2
Current situation, background information, idea for proposal.
Heading 3
Recommendations, suggestions, reasons, course of action
Heading 4: Conclusion
Final recommendations and course of action