

C1 Advanced

Writing Part 2

- Proposal -

Your college currently doesn't provide enough support for students planning to spend time studying in another country. You see this notice at the library.

The college is planning to introduce a special course for students planning to spend time studying in another country. The college principal invites students to send a proposal outlining any problems students may face when studying abroad and suggesting ways in which the course could address these problems. A decision can then be made about what to include on the course.

Write your **proposal** in 220 - 260 words in an appropriate style.

HINTS

First things first...

1. Begin by brainstorming ideas, in any order, and don't worry about language at this stage.
2. Group your ideas under headings for each section of your proposal.
3. Write a first draft, paying attention to the level of formality of the language.

Don't forget!

- Begin by stating the **purpose of your proposal**.
- Use an **impersonal, semi-formal style**.
- Use clear **layout with headings**.
- Express opinions and make recommendations in the last section of your proposal.
- Include a final sentence summarising your opinion.
- Use bullet points but not too many.

Useful language for a proposal

Stating the purpose of the proposal

- The principal aims/objectives of this proposal are to...
- This proposal is intended to...
- In this proposal I describe/evaluate/present/assess...

Background information

- **Comments made at the end of the questionnaires suggest...**
- **Following a survey among ...**
- **Concerned members of ... were invited to attend...**
- **A number of concerns with regard to ... were expressed by ...**

Making recommendations and suggestions

- A working group **should be set up** by...
- **There should be** an enquiry into...
- **It would be advantageous to...**
- **It is recommended that...**
- **I recommend that** a larger survey should be conducted before a final decision is reached...

Final recommendations

- **The results of the survey/questionnaire suggest that** the introduction of heavier fines **would seem to be the best option/choice/solution**.
- **If these recommendations are implemented**, the situation is bound to improve.
- **Unless these suggestions are implemented, it is unlikely that** there will be any improvement in the short term.
- **Implementation of the above ideas would result in...**