

Your college has been invited to participate in an exchange programme with colleges in other countries. You see this notice in the library.

The college would like to find out whether students would be interested in participating in an exchange programme with colleges in other countries. Students are invited to send in a proposal outlining the possible benefits of the exchange programme and suggesting ways it could be promoted. The proposal will help the college to decide whether to accept the invitation to join the exchange programme.

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

Who are you writing to?

What do you want them to do?

Paragraph headings

- 1
- 2
- 3
- 4

What goes at the end?

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What goes at the end?

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