

UNIT 6 – WRITING PROPOSALS

The local council of your area has asked young citizens to write a proposal suggesting ways about how to help protect the environment. Write your proposal with possible suggestions and submit it to the administrator of the environmental department. (120-150 words)

Study the following proposal.

To: Simon Smith
From: Jack Jones
Subject: New leaflet
Date: 18th June 20....

Purpose

The purpose of this proposal is to make recommendations regarding which aspects of the Eco-Friends environmental group and its work should be included in the proposed new leaflet to promote the group and attract new members.

Local concerns

One suggestion would be to include information about local issues that we can help with. By pointing out local problems and how we can solve them, people will begin to realise the positive effect we can have in the local community.

Group Activities

We should also include evidence of successful local campaigns we have organised. It would be a good idea to include some 'before and after' photographs of last year's clean-up campaign in Baxter Bay, for example. Doing this would prove that our work is important for the local community. Furthermore, we could include information about fundraising events we have organised and what we have been able to achieve with the money raised.

Membership Information

We should have a simple form to fill in for people who wish to join our group. We could also offer a free T-shirt. By doing this I believe we would attract a lot of new members.

Conclusion

All in all, I believe that if we include some of the suggestions above, we will be able to create a very attractive and informative leaflet. As a result, the public will have a clear idea of the work we do and hopefully will be interested in joining our group.

INTRODUCTION

Para. 1. State the purpose and content of your proposal

MAIN BODY

Summarise each point under suitable subheadings

Para.2. Suggestion 1 & expected result

Para.3. Suggestion 2 & expected result

Para. 4 Suggestion 3 & expected result

CONCLUSION

Para. 5 General recommendation/Closing remarks

TO EXPRESS OPINION

I believe/think/feel that....	To my mind,.....
I strongly believe.....	My opinion is that.....
In my opinion/view,.....	I feel ...
The way I see it,.....	I believe...
It seems/appears to me that...	I am convinced

TO MAKE SUGGESTIONS

I would suggest....(-ing)	It would be a good idea to/if.....
A useful suggestion would be to.....	It would help if you/we.....
Another suggestion would be	I would venture to suggest (-ing).....
Steps/measures should be taken in order to.....	I would strongly suggest...
Another way is to..... is/would be to.....	One suggestion would be to...
The problem of..... would be improved if/by.....	It would be a good idea...

TO PRESENT RESULTS

This would.....	If we (did this)....
Then.....	By (doing this), we could/would...
By doing this, you/we would....	(Doing this) would
If.....,the result would be.....	In this way, we could....
The result would be.....	As a result....
In this way,.....	

TO CONCLUDE

In short,	To sum up,
In conclusion,	
On the whole,	All in all,

TOPIC VOCABULARY

Conservation, recycling, natural resources, solar/wind/hydroelectric power, fossil fuels, climate change, greenhouse effect, carbon footprint, renewable energy

POSSIBLE SUGGESTIONS	RESULT