

CAE – Writing
Revision of Part 2: Proposals

Part 2. (optional) **Proposals.**

Tip 1. The proposal follows the clear layout of the report but it must be more persuasive

Tip 2. Use paragraph headings

<u>Title (optional)</u>
Introduction Clearly state the purpose of this proposal
heading Give the relevant facts
heading Give the relevant facts
heading Give the relevant facts
Conclusion Summarize your proposals and what you expect to happen if they are implemented

CAE – Writing

Revision of Part 2: Proposals

Revision Proposal 01:

Trainer – test 5

An international organisation is offering travel grants to students to carry out a research project in another country. Applicants should write a proposal in which they describe what type of research project they would like to do abroad. The proposal should also explain how the proposed activity would benefit others as well as the applicant.

Write your **proposal** in 220-260 words.

Opening § : What your proposal is about

§ 1: Describe the project

§ 2: Analyse the benefits of the project

Closing § : Summarize your project and the benefits to persuade the international organisation that you deserve to get the grant

Revision Proposal 02:

Ucles b1 test 4

You work at an international company, and you and your colleagues would like to attend a language course. You decide to write a proposal to your Director suggesting that the company help with the cost of the course.

In your proposal, you should provide information about the time and costs involved and explain the relevance of the course to you and your colleagues' work.

Write your **proposal** in 220-260 words.

Opening § : What the proposal is about

§ 1: Details about the language course

§ 2: Analyse how this course will benefit your work and your company

Closing § : Summarize your the benefits to persuade your Director that he/she must support you financially.