

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

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**Revision Proposal 03:**

Ucles b1 -test 2

You attend a college that has many international students. You feel that the college website does not do enough to support new international students. You decide to write a proposal to the College Principal, explaining how the college website could be improved to help these students.

In your proposal, outline what extra information or advice you would include on the website, and explain how this might help international students make the most of their time at the college.

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

Opening § : What your proposal is about

§ 1: Describe the new content of the website

§ 2: Analyse the benefits of the new content

Closing § : Summarize your proposed changes and the benefits to persuade the College Principal that he/she should implement these changes

**Revision Proposal 04:**

Ucles b2 test 6

The company you work for is considering the idea of a flexible working day, where staff are able to vary their starting and finishing time. The manager of your department has asked you to write a proposal explaining why introducing a flexible working day would benefit both the company and its employees. You should also suggest how a flexible working day could operate in your own department.

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

Opening § : What the proposal is about

§ 1: Describe the benefits of a flexible working day for the employees

§ 2: The benefits for the company

Closing § : Focus on the benefits of a flexible working day for your department to persuade the manager to adopt it