

Proposal

Recommend a feasible plan and secure agreement

COMMON FORMS

Project, intervention, event, design proposal

TEXT SHAPE

Need → aims → proposed action → resources and timeline → benefits and evaluation

FEATURES AND LANGUAGE

Modal verbs; future forms; headings; quantified resources; criteria

PLAN AND TEACH IT

Make the request explicit. Show how the plan can be carried out and how success will be checked.

tone and register

Persuasive but realistic; claims should be supported and limits acknowledged.

LINKED CLASSROOM ACTIVITIES

Try: Plan from the Prompt · Give a Supported Opinion · Explain One Graph Point

A MODEL TO NOTICE

Bring a short example. Ask who it is for, what it is trying to do and which feature helps it work. Compare it with a less effective draft.

QUICK CHECKLIST

- ☐ The opening makes the purpose clear: Recommend a feasible plan and secure agreement.
- ☐ Each part has a clear place and moves the reader towards the purpose.
- ☐ The language features, tone and level of formality fit the reader and situation.

A QUICK CLASSROOM ROUTINE

- 1 NOTICE** Read a model for purpose, shape and audience.
- 2 REHEARSE** Practise a useful sentence or language feature aloud.
- 3 WRITE** Plan, draft and use the guide as a checklist.
- 4 REVIEW** Ask a partner whether the text does its job; revise one feature.
Keep the subject thinking ambitious. Make the language visible, practise it, then fade the support.