

## 07. Proposal Assignment

Write a proposal assignment for cooking Thai Red curry Noodles (Rice Noodles) project.

Be sure to use memo formatting on this page. The sample proposal of puppy project is on page2.

Complete this assignment to the best of your ability.

### **Section to include:**

- Introduction
- Problems
- Objectives
- Plan of action/Timeline
- Qualifications
- Personnel
- Facilities
- Budget
- Conclusion

# MEMORANDUM

To: Liz Lounsbury

From: Liz Lounsbury

Date: May 18, 2016

Subject: Proposal to write a procedures manual on adopting a puppy

## *Summary*

I propose to write a manual of procedures that explains to future puppy owners how to adopt a healthy puppy.

## *Definition of the Problem*

A manual of procedures would solve the following problems:

- People don't know where to find healthy puppies
- People don't know what to buy for their puppies
- People don't know what to teach their puppies

People don't know where to find healthy puppies. They go to the wrong places, they don't do research, they end up at puppy mills, and they often adopt puppies that are sick or diseased. They also may adopt puppies that aren't suitable for their living situation or whose temperament doesn't fit the family.

People don't know what to buy for their puppies. (75words each)

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People don't know what to teach their puppies. (75words each)

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## *Objectives*

The manual of procedures will provide future puppy owners with the information needed to be successful, including the following:

- People will know where to find healthy puppies

- People will know what to buy for their puppies
- People will know what to teach their puppies

***Plan of Action***

I will write, design, test, revise, and print the manual based on my knowledge and experience. The manual will have the following sections:

- Where to find puppies
- What to buy for puppies
- What training puppies need.

***Budget***

The manual will cost \$1,700 to produce. See figure 2 for an itemized list.

<b>Item</b>	<b>Amount</b>
Salary of Liz Lounsbury (30 hours @ \$50.00)	\$1,500
Salary of 1 employee (writer and editor) to test the manual (12 hours @ \$10.00)	\$120.00
<b>Total</b>	<b>\$1,700</b>

**Figure 2. Itemized List of the Cost to Complete the Manual**

***Qualifications***

I am qualified to write this manual of procedures because I have been owned by seven puppies in my life. All of these puppies have grown into happy, healthy dogs that lived long lives.

***Facilities***

Both on the campus and at home, I have computer with Microsoft Word.

***Personnel***

Jane Smith will act as my reviewer because she also has been owned by many puppies over the years.

***Conclusion***

This manual of procedures will assist would-be puppy owners. The manual can be completed by November 18, 2016, at a cost of \$1,700. If you have any questions, please call me at 123-456-7890. I look forward to receiving your approval.

# Lecture

## Introduction

- State what you propose to do
- Summarize the proposed solution

## Definition of Problems

- Introduction

In a paragraph, give an overview of problem or goal you are addressing in your project.

- List

Details the problems (three are ideal) in a bulleted list so that the reader who skims may recognize it at a list of problem.

- Paragraphs

Explain how each is a problem in individual each at least 75 words. This section is needed to clear and detailed examples (real or hypothetical) to prove your assertions.

## For Each Problem

- Have a Topic Sentence (Main Idea)
- Organize proof by using the “Illustration” pattern

(Add a transition before each point.)

- 1<sup>st</sup> point + explanation
- 2<sup>nd</sup> point + explanation
- 3<sup>rd</sup> point + explanation
- Prove that they are genuine problems
  - Specific examples
  - Details
  - Hypothetical situations
  - Cause and effect / domino effect
- Add a closing sentence that interprets and persuades

## Objectives

- In a single paragraph, explain how your manual will solve the problems

- Then, in a bulleted list, rename the negative problems as positive objectives of your proposal (solutions)

### **Plan of Action**

- Explain what you will do to complete the project.
- List each major set of instructions and such that you will include.
- The items in this list will become your proposed Table of Contents for your project.

### **Qualifications**

- Prove that you are the right person to create the manual

### **Personnel**

- Who will be assisting?
  - Interviewees – (my cousin)
  - Procurers
  - Proofreaders for accuracy
  - Proofreaders for writing/typing

### **Budget**

- Expected costs of your labor
- Detail the costs
  - For supplies
  - For other workers, such as time for interviewing or testing
  - For printing and binding
- Grand total

### **Conclusion**

- A proposal conclusion corresponds to a closing of a letter.
- This section is your closing argument explaining why your project and you, as a writer, should be awarded this job.
- Use a courteous, enthusiastic, and persuasive tone.
- Ask for approval to continue this project, notification, and feedback.

### **Remember**

- Audience awareness
- Style
- Format
- Correspondence

