*Assignment #8: “Solving Problems” Proposals*

General guidelines: You do not need to rewrite the question; **if the question asks for lists, use a list format, not paragraphs with commas. The following is a list format (which you should read).**

**Principle #1 in Professional Writing is using lists rather than paragraphs and long sentences.**

* Answers can be in phrases rather than sentences.
* You may also save this document and enter the answers in between the questions. This is not required, but it is very helpful.
* Submit only one assignment per e-mail.
* You will receive a response that either says: “Assignment # \_\_ complete OR
* If corrections are needed, they will be indicated in the response.
* Reply to the response with the corrections; do not create a new e-mail for the corrections.
* I have watched and taken notes on the video lesson for this assignment and have reviewed the related sections of the Class Notes; I remember the following commitments I made:

Yes ( ) No ( )

•I have read and downloaded the Class Outline

•I have read and downloaded the Class Calendar (which is part of the Class Outline) which contains "guide dates" for assignments

•I have explored all the "tabs" on the Class Website

•I have downloaded the Class Notes which serves as the primary "textbook" for the class

•I will strive not to procrastinate, to get my assignments submitted on a timely basis, and to communicate promptly if there are any problems

•I will submit this assignment by e-mail to: profwriting212@gmail.com

*The final assignment (#10) will be the major paper for the class. You will have the choice of doing a proposal or an analytical report. The principles in this assignment will assist greatly with the final writing assignment.*

*The responses in this exercise will be helpful if you decide to do a proposal.* ***The questions below relate to the sample Proposal on the website*** *– the one related to “shredders” (even though it’s pretty corny).* **Read the sample proposal thoroughly** – so that your answers are complete.

Read the sections that relate to the questions as you go along rather than the whole thing at once. Then provide short answers (two or three sentences or phrases with a little explanation) and again use lists when requested to do so. *You can also use the Class Notes or video lessons.*

1. a. There are two major types of proposals - solicited and unsolicited. Which one is more complicated and why?

b. Which one is being used in the sample proposal? ***Read carefully.***

c. What are the two documents that can cause a solicited proposal to be written?

*Hint: A……….R…………. and R………… F… P………………..*

d. List the four purposes of professional writing. *(Overview section of the Class Notes)*

1. What is the **purpose of this type of proposal** (related to one of the purposes of professional writing)?

2. a. What caused the proposal to be written? ***(See 1c – previous question)***

b. What are the three major sections of a proposal *(not including front matter or end matter)?*

c. Which subsections are included in the Introduction?

d. What does the Background section describe? **(starts with “P”…one word -- It’s what proposals are supposed to solve)**

e. The Purpose section is written to indicate what will be done…to provide a\_\_\_\_\_\_? **(starts with “S”…one word)**

3. a. In a proposal, there is a specific audience or reader that has problems. In the sample, who is the reader (specifically, by name)?

b. Why are the problems **serious** problems? **(Make sure you read all the Background section, so you do not have to resubmit this answer.)** Your answer should be several items in a list. Note: The problem is not an underachieving shredder, but the serious problems that are caused by an underachieving shredder.

c. In the sample, who (specifically, by name) is making the proposal and what is the purpose of the proposal?

d. Who carries out the proposal (proposed plan) if the reader accepts it?

4. a. What ***section of the Introduction*** shows that those making a proposal are qualified to make a proposal?

b. Give specific examples of their qualifications.

5. a. The body of the proposal is the Proposed Plan. List the elements or sections of the plan.

b. All of these elements are necessary in order for the plan to be \_\_\_\_\_\_\_\_\_\_? *Hint: The answer is one word starting with S and has ten letters.*

c. Describe one of the elements in more detail.

d. Give specific examples of two of the plan elements you think are important and tell why you think they are important.

e. What *grammatical tense* is generally used in the Proposed Plan section? Why?

6. Give two examples of visuals used in the **Proposed Plan** **Section** and describe why they are used.

7. a. After the plan has been implemented, what type of professional document will be used to determine how successful the plan has been? *(Hint: See the World of Work)*

b. What **section or element of the proposed plan** will be used later to evaluate the success of the proposal after it has been implemented?

8. a. What is the purpose of this (and any) proposal related to one of the four primary purposes of professional writing? *(Refer back to 1d)* *The phrase “someone else’s” should be part of the answer.*

b. What should the person or organization submitting the proposal be prepared to do if the proposal is accepted?

9. What are the purposes of the appendixes at the end of the Proposal? List at least three.

10. a. What are two major purposes of the abstract?

b. At what point in the development of the proposal is it written?

c. Where is it placed in the proposal?

11. What is the most important purpose of the conclusion in the proposal? (See Class Notes)

***The following are Multiple Choice Questions related to Proposals…***

*Proposals:* Multiple Choice Section: Make sure these answers are correct - no revisions on these. List the Question Number with the letter *(or letters if more than one)* of the appropriate answer(s).

1. **A proposal should first and foremost (one answer):**
   1. Recommend a decision for someone else
   2. Answer a question for someone else
   3. Solve a problem for someone else
   4. Provide information for someone else
2. **Which of the following are parts of the cycle of the “World of Work?” Make sure you check the World of Work cycle in the Class Notes.**
   1. Proposal
   2. Annual Report
   3. Analytical Report
   4. Implementation of Proposal
3. **Which two documents or processes may lead to a proposal?**
   1. Analytical Report
   2. Letter to the Editor
   3. Request for Proposal
   4. Unknown Problem
4. **What elements are needed to make a good proposal:**
   1. Background and experience concerning the area the proposal deals with
   2. In-depth research and knowledge
   3. Using the templates provided in Writing for the Professions 212
   4. Including all the elements of a proposed plan
5. **The elements of the Proposed Plan section of the Proposal include:**
   1. Cost
   2. Expected Results
   3. Personnel
   4. Methods
6. **The Methods subsection of the proposed plan should include:**
   1. How the proposal will be carried out
   2. Who, when, where…the proposal will be carried out
   3. An endorsement by the *Method in our Madness* social media site
   4. A commercial message from the proposer
7. **The Conclusion of the Proposal (not front or end matter) should include:**
   1. Urging the reader to accept the proposal
   2. Summarizing characteristics of the proposal
   3. Conditions or timelines relating to acceptance of the proposal
   4. Appendixes and glossary
8. **The appendixes in the proposal may include:**
   1. Descriptions or specifications of the product or process
   2. Supporting documents
   3. Instruments used for collecting data
   4. Detailed and specific information
9. **After the proposal has been implemented, at some date an analytical report will:**
   1. Evaluate the entire proposal
   2. Evaluate the Benefits section
   3. Evaluate the Expected Results section
   4. Evaluate the product or process involved in the proposal
10. **If the proposal is accepted, the person submitting the proposal should:**
    1. Find someone to carry out the proposal
    2. Carry out the proposal
    3. Take a vacation since the proposal was accepted
    4. Help the reader or client carry out the proposal