

Guide for Writing Project Proposals

This is a summary of how to write good, concise proposals for course projects. The focus of this summary is on programming or implementation projects, but the general ideas can be applied to most proposals. The recommended lengths of sections are given assuming a document length of 2 to 5 pages. Use appropriate scaling for longer proposal documents.

Sample Outline

The following is a sample outline for a project proposal. Note that all questions for a section may not apply to your proposal, and should be used as a general guide only.

1. **Introduction** (1 or 2 paragraphs)
 - Motivation Sentence
 - Summarize the problem (1 or 2 sentences)
 - Summarize the solution (1 or 2 sentences)
 - Describe format of rest of proposal (sections, etc.)
2. **Motivation** (1 to 3 paragraphs)
 - What is the history of the problem?
 - Why is this problem interesting?
 - When and why does the problem occur?
 - Is the problem already solved? What is done now?
 - Are there any similar systems or solutions to the one you propose? If so, reference and very briefly explain them.
 - Are there are possible improvements to current solutions?
3. **Project Summary** (1 paragraph)
 - What in general will this project achieve? (Do not delve into details or timelines.)
4. **Project Details**
 - *Architecture and Environment* (2-3 paragraphs + figures)
 - Describe the project environment (software, hardware, languages, organizations, etc.)
 - Diagrams and figures are useful here if appropriate.
 - What software, hardware, or tools will you use?
 - *Implementation Issues and Challenges* (2-3 paragraphs)
 - What will be the most difficult issues and challenges in the implementation?
 - How are you using or extending current tools/systems for your problem?
 - What makes your project unique?
 - *Deliverables* (3-5 paragraphs - point-form may be used for some of the description)
 - What will the project produce? (program, report, etc.)
 - Describe in relative detail the features of each of the project's products.
 - You may wish to separate deliverables into phases and indicate optional components given time.
 - **Emphasize what your project contributes or achieves!**
 - *Timeline* (1 paragraph - point-form is suitable)
 - Provide an estimated timeline of project deliverables and important dates.
5. **Conclusion** (1 paragraph)
 - Summarize the project including the problem, motivation, and proposed solution, and re-state important (planned) contributions.

Project Proposal Writing Guide

Guillaume Favre



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web in this lesson students will learn how to use prepositions of place correctly when they are describing a picture firstly the students give the teacher a drawing dictation as a whole class then they work in small groups to give drawing dictations to each other

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web activity project an image on the board remind the students not to turn around first or show the student at the front a picture the student who can see the picture describes the picture in detail to their partner the class using the target language no

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web the drawing version is usually known as a picture dictation but for this language point the same thing can be done with cut out or 3d shapes bent pipe cleaners fuzzy felt playdoh lego etc self created picture differences you can also give students a scene and tell them

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web this picture dictation can be used to help students practice describing and prepositions of place procedure divide the

students into pairs have each pair sit back to back give one student a picture and the other student a piece of paper the student with the picture then describes it to their partner

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web this picture dictation can be used to help students practice describing and prepositions of place in pairs one student describes a picture to their partner who listens and draws the picture according to their partner s instructions

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web get students to colour the pictures in afterwards as a colour dictation for example colour the roof of the house green colour the door of the house red or get students to label different objects by writing the name of the object underneath it such as house bird etc

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web for example in the picture there is a house with two windows and there is a car with follow up drawing dictation activities below you will explore activities that are wonderful to conclude a drawing dictation activity describe the picture after the drawing dictation activity

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web topic drawing dictations aims to learn how to use prepositions of place correctly when describing a picture to practise giving instructions to work in a group sharing information to complete a drawing task age group teenagers and young adults level a2 b1 b2 time 50 60 minutes materials paper and pencils introduction

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web in particular they identified conditionals negation prepositions and word order as specific areas of difficulty this strategy gives an example of how to teach the language of position and shape in an interactive task that requires both listening and speaking procedure

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web picture dictation place prepositions this is a picture dictation of a living room the teacher has the text to dictate and the

students must draw what is being described by the teacher i have also included a picture of an empty living room
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web give students model language and do an example in my picture the tree is next to the house on the left the other student reply yes that is the same as my picture or sorry my picture is different in my picture 5 students take turns describing the differences in each of their pictures until they have completed the picture

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web preposition prepositions are words which show the relationship between a noun or a pronoun object and some other words in the sentence they are always followed by nouns or pronouns prepositions are classified into three groups as below

always remember 1 prepositions are always followed by a noun never followed by a verb