

CAE – proposal

Paper 2 Part 2 - Proposal

PROPOSALS and reports have a similar layout (*see reports in this same section*). Reports are based on current circumstances or situations whereas **proposals are action plans for the future**. You give more space to the current situation in a report and more space to recommendations for future actions in a proposal.

Hints

First things first...

1. Begin by brainstorming ideas, in any order, and don't worry about language at this stage.
2. Group your ideas under headings for each section of your proposal.
3. Write a first draft, paying attention to the level of formality of the language.

Don't forget!

- Begin by stating the purpose of your proposal.
- Use an impersonal, semi-formal style.
- Use clear layout with headings.
- Express opinions and make recommendations in the last section of your proposal.
- Include a final sentence summarising your opinion.
- Use bullet points but not too many.

Useful language for a proposal

Stating the purpose of the proposal

Cae Writing A Proposal

Clifford Lane



Cae Writing A Proposal:

Cae Writing A Proposal Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the energy of words has be much more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Cae Writing A Proposal**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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