

Guidelines for writing a formal proposal. School Reforms.

INTRODUCTION	Restate the title and introduce the topic as well as a general overview of the problems . Mention why it is so important to carry out some of the measures and suggestions that you will propose.
TOPIC PARAGRAPHS	<p>Develop your ideas into different sections.</p> <p>Current situation:</p> <ul style="list-style-type: none"> • Refer to the context giving some background information. Describe the general impression students at your school have about the topic at the moment. • Focus on the aspects that need improvement and the problems to be solved. You can also refer to those aspects you think are satisfactory at your school. • Keep in mind that you aim at getting quality education for your School. <p>Issues:</p> <ul style="list-style-type: none"> • Mention the areas which you think need improvement and explain briefly why. • Name them using a bulleted list. <p>Recommendations:</p> <ul style="list-style-type: none"> • Suggest different ways in which the former aspects could be improved. • Outline the plan or strategy for achieving the objectives outlined in the proposal. It may include details such as specific activities, timelines, milestones, and resources required. • Make sure you are using different ways to suggest and recommend and persuasive language.
CONCLUSION	Make a summary of the most important aspects mentioned and restate them using other words. Make sure that you convince the reader one more time
APPENDICES	Additional supporting materials, such as research findings, charts, graphs, resumes of key personnel, or letters of support, may be included in the proposal's appendices.

