

Proposal Writing Plan and Useful Expressions

Beginning

- **Submitted to:** (person/department)
- **Submitted by:** (your name/role)
- **Subject:** (what the proposal is about)

Paragraph 1 – Introduction

- State the purpose of the proposal.
- Mention what areas/issues will be addressed.

At present.../One major issue is...

The aim of this proposal is to... /The following proposal aims at.../The purpose of this proposal is to outline...

Main Body

Paragraph 2 – Problem 1 / Suggestion / Outcome

Heading: Problem 1 – Suggestion – Outcome

- **Problem:** Describe the first specific problem.
- **Suggestion:** Give one practical solution to this problem.
- **Outcome:** Explain the expected result if this solution is applied.

Paragraph 3 – Problem 2 / Suggestion / Outcome

Heading: Problem 2 – Suggestion – Outcome

- **Problem:** Present a second specific problem.
- **Suggestion:** Offer one solution to it.
- **Outcome:** Describe the benefit/positive result.

Paragraph 4 – Problem 3 / Suggestion / Outcome

Heading: Problem 3 – Suggestion – Outcome

- **Problem:** Identify a third problem.
- **Suggestion:** Give one clear solution.
- **Outcome:** Explain what improvement this would bring.

Problem – Suggestion – Outcome

Problem (expressing the issue)

One significant problem is that...

A major concern raised by students is...

Currently, there is a lack of...

This situation results in...

The main difficulty encountered is...

This has led to complaints regarding...

Suggestion (proposing a solution)

I would recommend implementing...

A practical solution would be to...

It is suggested that the school should...

Introducing ... would help to address this issue.

Another effective measure would be...

It might be beneficial to consider...

Outcome (predicting the result)

As a result, this would lead to...

This change would significantly improve...

Consequently, students would benefit from...

The expected outcome is that...

This solution would reduce the problem by...

Implementing this measure would create a more...

Paragraph 5 – Conclusion

Conclusion

- Summarize the key suggestions.
- Emphasize the overall benefits.
- End with a polite call for consideration/approval.

To conclude, the suggestions outlined above would...

I firmly believe these measures would be both effective and easy to implement.

For these reasons, I strongly recommend accepting this proposal.

If these changes are introduced, the situation will improve considerably.