



DUNMAN
Year Two

Name: _____ () Class: _____ Date: _____

Lesson Objectives:

By the end of this lesson, you will be able to:

- have a better understanding of what a proposal is
- the different types of proposal
- analyse examples of proposal letter
- use the appropriate format to write a letter of proposal

Activity 1 – Exploring Proposal, Think-Puzzle-Explore

Reflect on the following questions:

1. What do you think you know about Proposal?
2. What puzzles (or questions) do you have about writing a proposal?
3. How might you want to explore these puzzles (questions) you have about proposal?



Topic: Proposal

THINK What do you think you know about this topic? 		EXPLORE How might you explore the puzzles we have around this topic? 
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	PUZZLE What questions or puzzles do you have about this topic?  PUZZLE	

Let's Learn About Proposal



A proposal is a detailed _____, _____ or _____ that is offered, usually through a formal document, to an official organisation or person.

The objective of a proposal is to consider how feasible a new project, research, business is before it is granted approval. Sometimes, proposals are also forwarded to secure funding for projects.

A proposal is similar to other forms of exposition and it usually contains arguments to persuade or convince its reader(s) to make certain decisions and take some form of action. It is written when one needs to justify the feasibility of carrying out a new project, research or a business.

Different kinds of proposal are written for different purposes. Some examples are:

(i) _____
These provide details about a project and its benefits in order to seek funding from government or other agencies.

(ii) _____

These provide details on a new research work and its implications so as to seek approval for commencement from relevant authorities.

(iii) _____

These present ideas or suggestions on how to market or sell a particular product or service.

(iv) _____

These present ideas or suggestions for action to be taken to solve a problem or improve a situation.

The way in which a proposal may be presented can vary from a simple letter to an elaborate presentation.

Discuss with your partner the possible situations that you are required to write a proposal..

Different Formats for a Proposal

Proposal can be written in two different formats, email, formal letter and report.

(1) A <u>formal letter</u> to someone from <u>another organisation</u>. E.g. Writing to a non-profit organisation to propose your plan to volunteer with them and explain how you can contribute.	(2) A <u>formal letter</u> to someone from the <u>same organisation</u> E.g. Writing to propose to your CCA teacher about your plans for a CCA bonding outing/activity.	(3) A <u>report</u> to someone from the <u>same/another organisation</u> ***If the task requires you to write a proposal, but does not state if it is a letter or a report, adopt the <u>layout for a report</u>.
*****FOCUS: Format for your proposal is <u>FORMAL LETTER</u>*****		

You will be assessed based on your Task Fulfilment (10marks) and Language (20marks)

Band descriptors for Task Fulfilment (10m)

There is a good understanding of purpose
There is a clear awareness of context and audience

The organisational structure and format are entirely appropriate
All required points are developed in detail, fully amplified and well organised
Given information and visual stimulus are well-used to justify personal opinion and interpretation

occasional slips

Sentence structures are varied for particular effects

Verb forms are largely correct and appropriate tenses are consistently

used Vocabulary is wide and precise

Punctuation is accurate and helpful

Spelling is accurate, apart from very occasional slips

Paragraphs have unity, are linked, and show evidence of planning

Tone and register are entirely appropriate.

In year two, you will learn to write:

Band descriptors for Language (20m)

Writing is highly accurate, apart from very

(i) a proposal to convince a figure of authority in your school/in another organisation to accept a suggestion/an idea (given information in the given visual stimulus)

(ii) a proposal asking you to choose one out of two or three suggestions (provided in the given visual stimulus) and provide a clear explanation to justify your choice.

Let's Explore the Format For Letter of

Proposal Let's recap

Standard Layouts for Formal Letter

A) To someone from another organisation



Blk 23 Marine Parade Road	<i>Sender's address</i>
#23-163	
Singapore 440023	
13 February 2021	<i>Date</i>
Mr Lee See Beng	<i>Recipient's full name</i>
General Manager	<i>Recipient's designation / position</i>
Sunshine Orphanage	<i>Recipient's company</i>
33 Pandan Lane	<i>Company's address</i>
Singapore 113133	
Dear Mr Lee,	<i>Dear Sir/ Madam / Mr.../ Mrs..../ Ms..., (Salutation)</i>
<u>Proposed Values in Action Activity</u>	<i>Subject (underlined)</i>
Introduction	
Body (RPs)	
Conclusion	
Yours sincerely,	<i>Valediction</i>
	
Signature	
Lim Jing Jing (Ms)	<i>Sender's full name</i>
	<i>Sender's organisation(depends on your situation)</i>

B) *To someone from the same organisation as you (e.g. Principal / Form Teacher/ CCA teacher in-charge/ Teacher-in-charge of an event, etc.)

13 July 2021	<i>Date</i>
Ms Lolita Lee	<i>Recipient's full name</i>
Teacher-in-charge	<i>Recipient's title / position</i>
Green Club	<i>Recipient's organisation</i>
Dear Ms Lee,	<i>Dear Sir/ Madam / Mr.../ Mrs..../ Ms..., (Salutation)</i>
<u>Proposal on Green Club Bonding</u>	<i>Subject (underlined)</i>
<u>Activity</u>	
Introduction	
Body (RPs)	
Conclusion	
Yours sincerely,	Valediction <i>Signature</i>
Lim Jing Jing (Ms)	<i>Sender's full name</i>
Year 2L	<i>Sender's Class</i>

****Your address is not needed in such cases.***

Let's Explore Different Proposal Letters

Activity 2 – Analysing Different Proposals

- 1) Read Letter 1 and 2 and answer the following questions by underlining or marking out the relevant text and making annotations.
 - a. What do you notice about the PAC?
 - b. What do you think of the details of the proposed idea?
 - c. If you are the recipient of this letter, what other questions do you have for the writer?
- 2) Share your thoughts with your buddy and the class

Letter 1 Annotations 23 January 2020

Mr Ong Gib Seng
Principal
St. Poodle Secondary School

Dear Mr Ong,

Proposed Service Learning Project 2021

On behalf of my class, I would like to inform you that my class has considered various ideas for the abovementioned programme. We have chosen to work on the following project this year for our Service Learning: Building a classroom in the village orphanage at the Cambodia-Singapore Friendship Camp. The camp, located near Phnom Penh, the country's capital, is managed by a batch of young Singaporean doctors. The camp management is currently calling for student volunteers from all over the world to visit and contribute their time and effort to build a classroom for an orphanage under its care for children who have never been to school.

I strongly think that we should make this year's Service Learning an overseas learning journey and the Cambodia-Singapore Friendship Camp offers a timely opportunity. Firstly, many of us have never been to that country. A trip to Cambodia will broaden our minds and horizons because we get to see first hand, what a developing country looks like. When we visit with a specific purpose in mind, it makes that experience even more meaningful. We will learn diligently about the latest developments from the Cambodian people directly

and we will form study groups to document our learning. We would also savour any opportunities for us to work with people from other nationalities.

Secondly, I would like to add that the project to build a classroom allows us to help our less fortunate counterparts in Cambodia. This is an invaluable opportunity because even if we do not speak their language, we can express our sincerity through our efforts to help them so as to cultivate our friendship with them. We will seriously use the opportunity as a motivation to learn conversational Cambodian and hopefully through daily interactions, all of us would be able to speak and understand it when communicating with the local people. We also think it is important for us to share with the Cambodians who and what we really are so that we can develop a strong and positive relationship with them. We are going to document our experience as Singaporeans and when an opportunity arises for us to do so, we shall present our experience here as a focal event in our cultural exchange with the Cambodians.

I acknowledge that some parents might express concerns about the well-being of their children during their stay in Cambodia, despite it being a very short trip. However, my classmates and I strongly believe that this trip will teach us to appreciate better all the care and concern our parents have bestowed upon us at home. I am certain that nobody will take for granted the creature comforts we enjoy in Singapore after the trip. As a whole, the class is going to benefit tremendously from the Service Learning which will greatly enrich our personal growth and character development. Nevertheless, to allay the fears of these parents, our form teacher has kindly agreed to meet up with these parents to address their concerns.

In conclusion, I recommend that we visit as a class, the Cambodia-Singapore Friendship Camp to assist them in building a classroom in the orphanage for this years' Service Learning. We truly wish to make our lives meaningful and make ourselves useful to others who are less fortunate than us. I hope you will consider our proposal favourably.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter'.

Peter Teo Wei Lun
Class Chairperson
Secondary 4A

5 March 2020

Mr Eric Tan
Principal
City College

Dear Mr Tan,

Open House

Thank you for the opportunity to suggest ways to promote our school. We are appreciative that the students' view matters to the school. Of all the ideas produced during the committee meeting, I feel that Lili's suggestion to host an Open House is the most feasible.

We propose having the Open House on a Saturday so that normal lessons are not disrupted. The attendance will be higher because most parents are available and not working. With this problem out of our way, we can line up a string of activities to pique the interests of both parents and potential students.

Here is our suggested programme. At 9am sharp, may I suggest that you kick start the Open House by ringing the school bell? Parents and potentials students will then flock to the orientation maze lined with brightly-coloured booths attentively done by CCA members of our excellent sports, cooking, dance and music teams. In the laboratory, science students will display their latest household "green" gadgets from the recent National Environmental Day. Award winning Class 3B should showcase their "Wonder Mop" that can clean every corner in the house and "Robot Helper" that can obey simple commands.

Towards the end of the maze, our prefects cum tour guides will lead the guests to our newly-renovated sports hall and air-conditioned classrooms. Lastly, we could invite the school band to display their technical abilities in our new music room. The guests will surely be impressed by their coordination and the room's crystal clear sound system. Lastly, in a final bid to secure as many potential registrations as possible, you may like to deliver a 20-minute speech, touching on the importance of inculcating the right

values and beliefs in youths.

We strongly believe that the Open House is a great way to promote the school as it allows potential students to experience the warmth and care that our school is well-known for. Preparing for the Open House is also a good way to further strengthen the bonds between the teachers and students as they work together for a common cause.

There might be some concerns about making the staff and students come back on a Saturday to work. However, a poll we conducted with our level showed that most students do not mind coming back to school on a Saturday, with almost 70% indicating that they think it will be fun to work together with their peers on non-academic projects.

We believe that the Open House will make more of an impact than simply leaflets, a short video or a presentation in other schools, and is more affordable on the school budget. I hope you will seriously consider the above suggestions. Our student committee look forward to your reply. Thank you.

Yours sincerely,



Rita Toh
Chairperson of Students' Committee

Activity 3 – Review, Small Group Discussion

1) Reflection on the following questions:

- a. What have you 'discovered' about Proposal?
- b. What do you think are some of the things you can consider to complete your unit task?