

Memorandum

To: ENGL 272 Students
From: Dr. Elkie
Date: 10/08/2014
Re: PSA Campaign: *Proposal*

Proposal

For this assignment **YOUR GROUP** will write ONE proposal outlining your **PROPOSED** approach to the PSA Campaign you are a part of. You will need to modify the structure of a proposal as outlined on pp. 433-453 of your textbook. The final draft of this *internal proposal* must contain the following items, due as noted below:

Group Meeting #1 from (due end of class **10/10**) 30 points

Proposal Report (due **10/12** in digital drop box) 70 points

Introduction

Establish a problem exists and needs a solution (draw on original problem report)
Summarize proposed solution, indicate benefits of solution

Body – Describe:

problem for which solution is offered;
methodology of proposed solution;
details about information, equipment, materials needed

Conclusion

Restate recommendation
(If needed) follow with documentation for outside sources

Dr. Elkie will review your proposal and approve it **OR** make recommendations for revision before your group proceeds.

Helpful Resources

The following resources could be useful during this process:

- ❖ Proposals – pp. 433-453
- ❖ Any resources from the original problem report you can locate
- ❖ Group organizational meeting form on UF Online

Feel free to contact me at burnside@findlay.edu or contact me during office hours if you have any further questions about the assignment.

EB