**Writing a proposal**

**1a. Read the following task and answer the questions:**

You volunteer for the local town council. The head of community affairs is trying to find ways to improve deprived neighbourhoods in your town. He/She has asked you to write a proposal suggesting how this can be achieved. Write what improvements could be implemented in a particular area and outline the benefits for its residents.

Write **a proposal** (150 – 180 words) and submit it to the town council.

1. What are you going to write?
2. Who are you writing to?
3. What are you going to write about?
4. What information do you need to include?
5. What style/register are you going to use?

**1b. Read the proposal below and match the headings (a – e) to the paragraphs (1-5).**

1. Problems
2. Conclusion
3. Suggestions for improvement
4. Introduction
5. Subject
6. Benefits for the local residents

To: the Town Council

From: M. Georgatou

Subject: Improvements in workers’ residential area

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this proposal is to suggest ways for improving our town’s deprived neighbourhood, the workers’ residences, and to explain how local residents will benefit from these improvements.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The workers’ residences are located in one of the most neglected parts of the town. First of all, there are security issues which make the area particularly unsafe, especially late at night. According to local residents, illegal activity, such as drug use, often takes place there. In addition to that, there are some aesthetic issues. For example, buildings are in terrible condition, benches are destroyed, the streets are poorly lit.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific action needs to be taken in order to tackle the problems mentioned above. As for the security problems, there could be an increase in police patrols during nighttime. The municipality also needs to make sure all the streets in the area are well-lit, so that illegal activities are prevented. Moreover, repairing damaged benches and walls is absolutely necessary in order to improve the overall appearance of the area. Finally, graffiti artists could be hired in order to cover vandalised walls with artwork.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the area is patrolled and surveilled more regularly, people will eventually feel safer. Adding graffiti artwork in that area will attract people’s attention and interest, while also improving the cultural status of the neighbourhood.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In conclusion, the workers’ residential area needs support from the municipality and the town council. If this support is given, all the residents of the town will benefit.

**2. Read the following task and answer the questions. What changes would you make to the proposal above?**

You are the head of the student council and you would like to encourage students at your school to take action and help improve a deprived neighbourhood in your town. Write an article for your school website. In your article you must:

1. present the problems of a particular neighbourhood
2. suggest ways in which students can take action to improve this neighbourhood
3. outline the benefits for the local residents.

Write **an article** (150 – 180 words) for your school website.

**Writing task: Choose one of the following topics:**

1. **A proposal**

A local organization has donated 3,000 euros to your school. The Head of the School has asked the students to suggest ways in which this amount of money should be spent in order to improve the school building and/or facilities. As a student representative, you write a proposal evaluating the different suggestions offered by the student council and outlining the benefits for the students.

**OR**

1. **An article**

A local organization has donated 3,000 euros to your school. The teachers are planning to use this money to buy new projectors and computers, but some students believe that it should be used to improve the school building (e.g. gym and/or theatre) instead. Write an article for the school website explaining the impact of the teachers’ decision and what you think about it.

**Write 150 – 200 words.**