

Learning objectives in this lesson

Raising awareness of the content expected in a proposal and developing students' awareness of grammatical structures often used. By the end of the lesson, students will be able to write a proposal using appropriate language.

- 1 Ask students to work in pairs and discuss the questions before feeding back to the rest of the class.
- 2 Ask students to read the proposal and answer the questions. They can then share their answers with the rest of the class.

Answers

The problem is that staff are unhappy with the strict working hours – lots have requested more flexibility and some employees have mentioned the issue as a reason for leaving the company. The suggested solution is to introduce a certain degree of flexibility, with staff expected to be in the office during core hours.

- 3 Ask students to match the headings to the paragraphs. They should then decide what the function of each paragraph is. They should write the headings in the correct places in the proposal. Ask students to compare their answers in pairs before feeding back to the rest of the class.

Answers

a 3 b 2 c 4 d 1

The introduction gives background information on the situation and explains the reason for the proposal.
The proposal outlines the suggested solution to the problem.
The conclusion explains why the suggested solution is the right one.
The recommendations section suggests future action.

- 4 Ask students to work in pairs and find examples of the passive in paragraphs 2, 3, and 4. Then ask them to discuss why the passive has been used.

Answers

will be expected to be, should not be changed, can still be arranged, should be informed, is initially implemented, can then be reviewed, can be made

The passive is used here to increase levels of formality. It's also used to distance management from the decisions, making the decisions appear more objective and less authoritarian – in most of these sentences the person completing the action will be management.

- 5 Ask students to rewrite the sentences. They can then check their answers in pairs before feeding back to the rest of the class.

Answers

- 1 A new bonus system will be introduced.
- 2 Employees should be informed about the new bonus system before the end of the month.
- 3 The new bonus system will be implemented on a three-month-trial basis.
- 4 The success of the bonus system can be reviewed after three months.

- 6 Ask students to read the notes and plan their proposal. Encourage them to refer to the section headings in 3 to help them. They can then compare their ideas in pairs.
- 7 Ask students to write their proposals. Remind them to use the passive form where appropriate. When they are ready, ask students to exchange proposals with a partner. They should read their partner's proposal and decide if they agree with the conclusion. You could also ask students to comment on their partner's level of accuracy and use of language, or you could collect in the proposals and provide more detailed feedback if you prefer. See the following page for a sample answer.

Sample answer

Introduction

This proposal outlines the options for new training opportunities for employees. The training currently provided by the company is minimal and unstructured. Having consulted a number of employees, it is clear that the majority would like to see a wider variety of courses on offer with clear opportunities for personal development. Many employees feel that their development is not a priority for the company and this has led to low levels of motivation.

Three training solutions have been put forward by the HR department.

1 An opportunity for staff to shadow colleagues from other departments.

2 An online university, offering different courses, including languages, presentation and negotiation skills, and business courses that employees can have access to 24/7.

3 Individual departments taking responsibility for their own training budgets and choosing courses as and when they see fit.

Proposal

As each department and each employee has different needs, I propose that each head of department should be responsible for their own training budget. By implementing this system it can be guaranteed that each individual gets the training they need. This is more cost-effective than the online university option. It will also allow for targeted training and this would not be as easy to achieve with the job shadowing scheme.

Conclusion

By allocating a training budget to each of the departments we are ensuring that the employees are getting training that is relevant to their needs. This will lead to better trained staff and increased levels of motivation, as employees will be able to directly communicate their training needs to their line managers.

Recommendations

As an initial step I recommend that a training budget is drawn up for each department. A meeting with heads of departments should then be arranged to discuss the proposed budgets and to take the scheme forward. Employees should then be informed about the scheme and can be invited to request training through their line managers.