

## Workshop on Writing Proposals: Checklist

1. My proposal shows sensitivity to **audience** (professor or other?) and **purpose**.  
This is reflected in
  - the format
  - the amount of background information
  - the amount of technical detail
2. My proposal has a **strong introduction**, including clear expressions of
  - the background
  - problem
  - objectives
3. My proposal provides a detailed description of my **approach**.
4. My proposal includes appropriate **end material**. If appropriate to the context, it could include a budget, a schedule, qualifications or references.
5. My proposal demonstrates the accurate and appropriate use of
  - persuasive language
  - verb forms
  - punctuation
  - prepositions
  - transitional and subordinating adverbs
  - articles