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

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