



## CAE Writing

### A Proposal

In Paper 2 (Writing) you may be asked to write a **proposal**. Here is an example question, which has been adapted from Complete CAE (C.U.P.)

**You are asked by the Principal of a college in Australia where you are studying to write a proposal for how to improve the college's website. The suggestions given include the classrooms, library, language laboratory, canteen and sports field, and you are asked to choose two of these in order to give an idea of the variety of the facilities which the college offers.**

Here is an example of how to write a proposal. Pay attention to the **layout** (title, subheadings) and the **neutral style**, appropriate for this type of writing.

#### Suggestions for the new College Website

##### Introduction

The purpose of this proposal is to suggest which two of the college's many facilities should feature on the updated website, and to give reasons for my choice.

##### The language laboratory

Our college prides itself on its international atmosphere, and in order to maintain and develop this aspect of its appeal, I think we should give prominence to the support given to students whose first language is not English. Our language laboratory provides a first-class resource for students wishing to improve their listening comprehension and spoken fluency, and I know from my own experience that many students have found this an invaluable resource.

##### The Sports Field

One major factor students take into account when choosing an institution is the opportunities for recreation that it offers. For this reason I think that we should give space on the website to promoting our sports field, where students can relax and enjoy themselves after time spent in the library or classroom. This facility also provides opportunities for students from different courses to meet and socialize.

##### Conclusion

Although it is not easy to single out just two facilities among the many on offer, I think that the two I have selected, the language laboratory and the sports field, give the clearest idea of the range of services the college offers to its students.

