

TO: Instructor Name
FROM: Your Name
DATE: Sept 1, 2022
RE: Proposal for Mini-TED#1 Topic

Have an opening statement that outlines the purpose of this document. A proposal is a proposition, an offer to solve a problem or make things better in some way.

Hook

In this section, make me interested in your proposal. Offer a compelling statistic or tell me how the audience stands to benefit from what you are proposing as your topic.

Benefits

Outline the benefits. In this section you are building on the hook. You got me interested, now tell me more. Make it hard for me to say "no" to this topic.

Details of Proposal

Outline in clear detail in this section *exactly* what you propose to do, and how you propose to do it. You might make a case for why you are especially qualified to present on this topic. You can even break it down into subsections for clarity.

Timeline

Dates

Resources needed/budget

Include anything I need to know about to have a full understanding of the proposal. When the reader of the proposal gets to the end of this section, he/she should know exactly what you're presenting on and how you will go about it.

Authorization

End your proposal with a statement about next steps. You can't proceed until you have approval, so ask for the authorization/approval here. You might even include signature and date lines.

Your Signature

Date