Proposal for Long Report Checklist

The overall purpose of the proposal for your long project is to persuade your instructor that you have selected a worthwhile project and that you have the knowledge and resources necessary to do a good job and finish it on time.

Introduction

___ Do you tell what you propose to create for the long project?

___ Do you indicate whether your proposed project involves a real or an imaginary situation?

Background

___ Do you clearly explain the situation to be addressed by your project so that the reader knows why the project is worth writing?

Proposed Project

___ Do you identify the readers for your project?

___ Do you describe them in a way that gives you insights into the best way to write your project?

___ Do you tell what kinds of information your readers will want and how they will use it (enabling component of purpose)?

___ Do you tell what attitudes they will bring to your project and what attitudes you want them to have after reading it (persuasive component of purpose)?

___ Do you provide a general idea of what your final draft will be like--what its major features will be?

___ Outline?

___ Physical design?

___ Visual aids?

___ Other significant features?

___ Do you identify all the stakeholders in the situation you describe?

Plan of Action

___ Do you describe the steps you will follow in preparing the project?

___ Do you persuade the reader that your plan will contribute substantially to a successful solution of the problem?

___ Do you tell how your project takes into account the concerns, desires, and welfare of all the stakeholders?

Schedule

___ Does the schedule section refer the reader to a schedule chart?

___ Does the chart itself correspond to the plan of action?

___ Does your schedule chart identify all major tasks?

___ Does it group related facts in a hierarchical way?

___ Does it show where you expect to be performing more than one task simultaneously (e.g., drafting one section while researching another)?

___ Does it persuade the reader that you have allowed adequate time for all necessary tasks?

Qualifications

___ Do you present your real (not your fictional) qualifications to undertake the project you propose?

___ Do you persuade the reader that you will be able to perform this project competently?

Resources

___ Do you identify all the resources your team will need to use?

___ Do you assure that you will have access to those resources in the time available?

___ Do you candidly discuss possible problems in getting needed resources?

Conclusion

___ Do you explain why this project will be an appropriate one for you to undertake (for instance, by telling how it relates to kinds of writing you will do in the future)?

___ Do you conclude the proposal on a positive note that builds confidence in your ability to do a good job?

Format

___ Is your report in the memo format?

___ Have you used a heading for every section except the introduction?

___ Have you put a header on the second and subsequent pages?

Visual Design

___ Is your memo neat and attractive?

Writing Style

___ Are all of your sentences immediately clear to your readers?

___ Have you varied the length and structure of your sentences?

___ Does your prose flow in a way that is interesting and easy to follow?

Correctness

___ Are your grammar, punctuation, and spelling correct?