

Jumbled Proposal**2) Course Programme**

A majority of the students found the course programme in London the most useful because it provides many opportunities for students to participate in various cultural activities, such as visits to museums, theatres and galleries. Students can also visit the landmarks there, such as the Buckingham Palace and the Big Ben. In contrast, only a minority of the students considered the campus-based grammar programmes in New York and Sydney useful.

Recommendations

Owing to the reasonable fee, interesting programme and agreeable weather, it is suggested that the excursion be held in London. Besides classroom activities, it is recommended that a number of visits and cultural programmes be organised to provide more opportunities for students to learn English.

Proposal for Organising an Overseas English Learning Excursion**1) Weather**

While July is the summer time in London and New York, it is the winter time in Sydney. Owing to the cold weather, most of the students thought that Sydney was not a good choice for the excursion.

Conclusion

The English Learning Excursion would be of great value to students. With regard to accommodation and other arrangements, the English Club committee would offer assistance once the destination is confirmed.

Results of the Survey

A survey was conducted in April among English Club members to find out their preferences for and views on the English Learning Excursion. 56 questionnaires were sent out and 53 were returned. From the survey, it was found that more than half of the students preferred the excursion be held in London, whereas less than a quarter of the students preferred to have the excursion in New York or Sydney. The reasons for their choice were as follows:

Introduction

In view of the increasing student interest in learning English overseas, the English Club suggested organising an English Learning Excursion in July. Three possible destinations, namely London, New York and Sydney, were identified. A survey was conducted to find out students' preferences for and views on the excursion. The purpose of this proposal is to present the findings of the survey and make suggestions on where the excursion could be held.

3) Excursion Fee

Well over half of the students commented that the fee to New York was too high. They were also of the opinion that New York was too far away from Hong Kong. On the other hand, since the fee to London covers the costs for outside visits, most of the students considered it reasonable.

Ms Iris Fok has given you a sample proposal for your reference. Study the proposal and complete LT 2.16.

Proposal for Organising an Overseas English Learning Excursion

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1) Weather

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2) Course Programme

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Recommendations

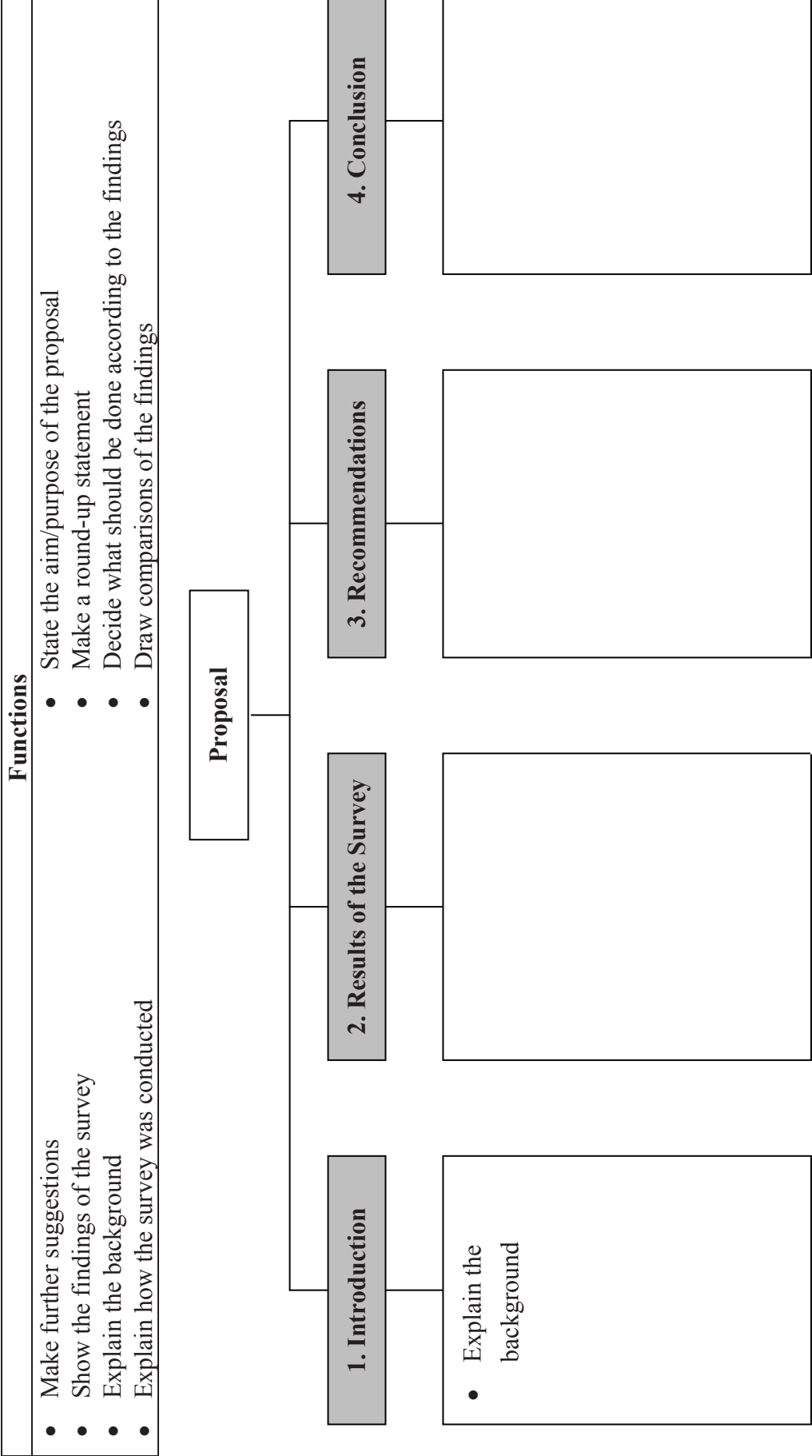
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Conclusion

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A. The following tree diagram shows the structure of the proposal. Fill in the functions for each section of the proposal in the diagram with the words given below.



B. Find two examples from LT 2.15 for each of the following categories of language use in a proposal.

Language	Examples
1. As a proposal is a formal text, sentences should be in full form and contractions should be avoided.	... <u>it is</u> the winter time in Sydney. (lines 16 & 17)
2. Reported speech is used to report the opinions of the surveyed students.	... most of the students thought that Sydney was not a good choice for the excursion. (lines 17 & 18)
3. The passive voice is used to shift the focus to what happens instead of who or what makes it happen.	Three possible destinations ... <u>were identified</u>. (lines 3 & 4)
4. The simple past tense is used to report results.	From the survey, it <u>was found</u> that more than half of the students <u>preferred</u> the excursion be held in London, whereas less than a quarter of the students <u>preferred</u> to have the excursion in New York or Sydney. (lines 11-13)

C. Reporting verbs and some formulaic expressions are useful in writing a proposal.

1. Reporting Verbs

There are reporting verbs for statements, questions and commands in English. To report the opinions of the respondents in a proposal, a variety of reporting verbs for statements can be used and they can be grouped according to their use as follows:

Reporting Verbs	Group	Example
consider, find, report	verb + object + adjective	v The government <u>considered</u> a <u>further</u> obj adj <u>increase in interest rate</u> <u>unlikely</u>.
agree, choose, decide, expect, hope, prefer, propose	verb + to-infinitive	v to-inf Sammi <u>agreed</u> to <u>finish</u> all her homework before going to bed.
add, agree, comment, consider, decide, expect, explain, find, hope, mention, remark, report, say, state, think	verb + (that) (The word 'that' can be omitted.)	v The Principal <u>commented</u> <u>that</u> all students had behaved very well.
advise, prefer, propose, recommend, request, suggest	verb + (that) + (should) (The words 'that' and 'should' can be omitted. If 'should' is omitted, then a bare infinitive should be used.)	v Jacky <u>proposed</u> <u>that</u> the class <u>should</u> hold a farewell party in July. v bare inf (or Jacky <u>proposed</u> <u>that</u> the class <u>hold</u> a farewell party in July.)
consider, prefer, propose, recommend, suggest	verb + gerund	v gerund Belinda <u>suggested</u> <u>going</u> to the movies.

Find the reporting verbs used in LT 2.15 and put them into the appropriate groups. Two examples have been provided.

Group	Reporting Verbs in LT 2.15
verb + object + adjective	
verb + to-infinitive	

verb + (that)	found (line 11)
verb + (that) + (should)	preferred (line 12)
verb + gerund	

2. Useful expressions for proposal writing

Stating the purpose

- The purpose/aim of this proposal is to examine/investigate/find out ...
- This proposal aims to ...
- With a view to (improving) ...

Interpreting information

- The figures indicate that ...
- The results/findings of the survey suggest/show that ...
- It is clear that ...
- It is found that ...

Focusing attention on a topic

- Concerning ...
- Regarding ...
- As regards ...
- With regard to ...
- With respect to ...

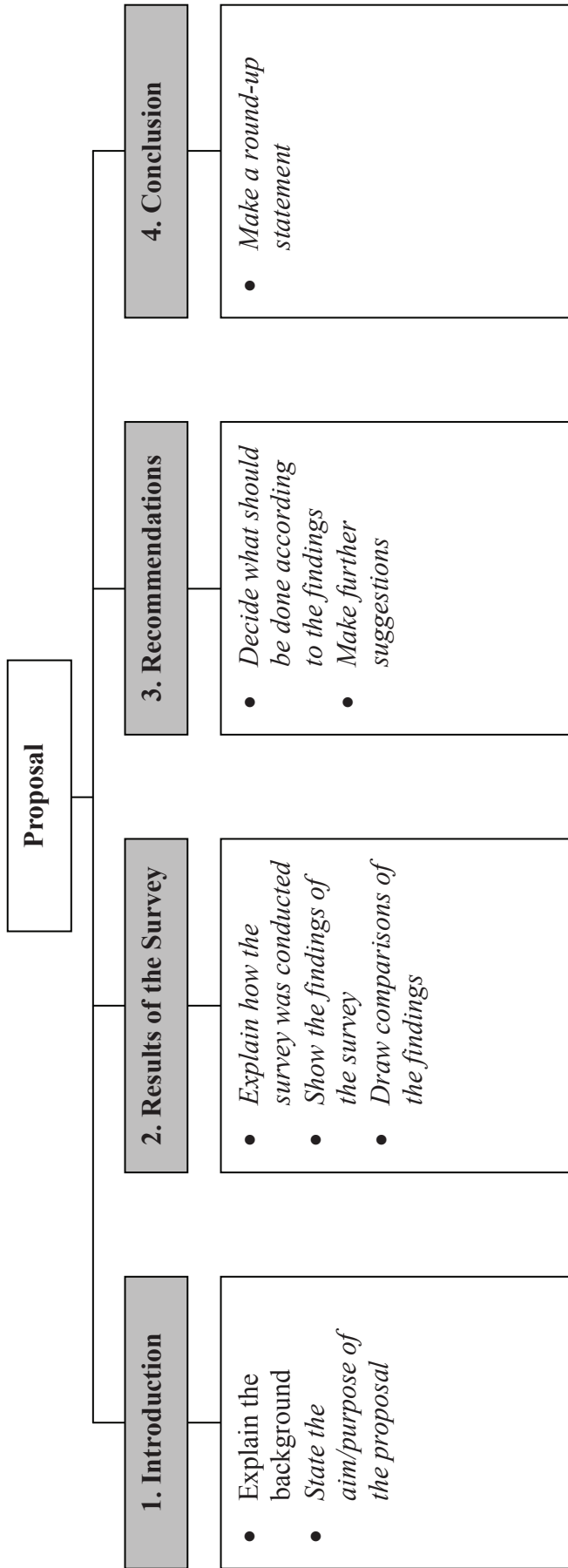
Taking something into account

- In the light of ...
- In view of ...
- Given ...

Making suggestions

- It is recommended/suggested/proposed that ...
- ... can be considered.

A.



B.

Language	Examples
1. As a proposal is a formal text, sentences should be in full form and contractions should be avoided.	... <u>it is</u> the winter time in Sydney. (lines 16 & 17) <u>They were</u> also ... (line 28) ... <u>it is</u> suggested ... (line 32)
2. Reported speech is used to report the opinions of the surveyed students.	... most of the students thought that Sydney was not a good choice for the excursion. (lines 17 & 18) <i>Well over half of the students commented that the fee to New York was too high. (line 27)</i> <i>They were also of the opinion that New York was too far away from Hong Kong. (line 28)</i>
3. The passive voice is used to shift the focus to what happens instead of who or what makes it happen.	- Three possible destinations ... <u>were identified</u>. (lines 3 & 4) <i>A survey <u>was conducted</u> to ... (line 4)</i> ... where the excursion <u>could be held</u>. (lines 6 & 7)
4. The simple past tense is used to report results.	- From the survey, it <u>was found</u> that more than half of the students <u>preferred</u> the excursion be held in London, whereas less than a quarter of the students <u>preferred</u> to have the excursion in New York or Sydney. (lines 11-13) <i>The reasons for their choice <u>were</u> as follows: (lines 13 & 14)</i> ... students <u>thought</u> that Sydney <u>was</u> not a good choice for the excursion. (lines 17 & 18)

(The above answers are for reference only. Teachers may accept any reasonable answers.)

C.

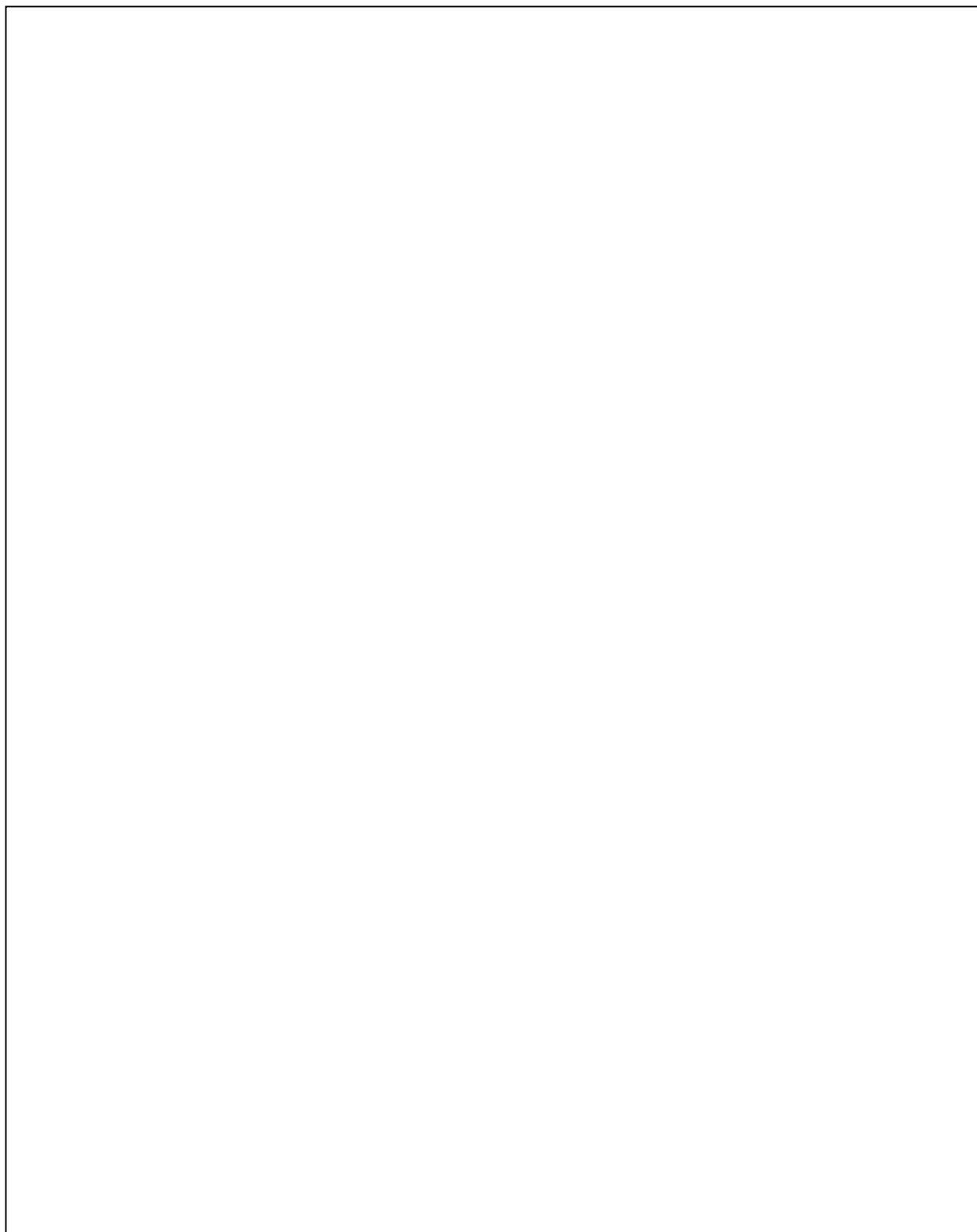
Group	Reporting Verbs in LT 2.15
verb + object + adjective	<i>found (line 20)</i> <i>considered (lines 24 & 30)</i>
verb + to-infinitive	<i>preferred (line 13)</i>
verb + (that)	<i>found (line 11)</i> <i>thought (line 17)</i> <i>commented (line 27)</i>
verb + (that) + (should)	<i>preferred (line 12)</i> <i>suggested (line 32)</i> <i>recommended (line 33)</i>
verb + gerund	<i>suggested (line 3)</i>

LT 2.17

In groups of four, draft a proposal for organising the ‘Hong Kong’s Heritage Excursion’. When appropriate, remember to use the vocabulary and expressions you have learnt in this unit, such as:

- words/expressions introducing reasons or results,
- formal vocabulary,
- quantifiers for describing numbers and figures,
- reporting verbs, and
- useful expressions for writing proposals.

Design a poster for the ‘Hong Kong’s Heritage Excursion’. In the poster, you should include details, such as the date, time and activities of the tour, as well as pictures and brief descriptions of the historical sites in your chosen route.

A large, empty rectangular box with a thin black border, intended for the student to design a poster for the 'Hong Kong's Heritage Excursion'. The box occupies the majority of the page below the instructions.