

Overview

Your team will brainstorm and discuss ideas for the 2-3 minute *Video Technical Tutorial (Assignment 7)*. The topic of the tutorial must be something related to EE/CE, and the target audience is EE/CE undergraduates. Choose something that will be of interest to and helpful to this audience. Topics may include how to use a piece of lab equipment, do a specific mathematical derivation, use a particular circuit design, run a piece of software, etc. These video tutorials will eventually be placed on each student's website.

Although the team will produce only one video, every member of the team must write an e-mail proposal. The best of these will be chosen as the official proposal for the team. It is, therefore, essential that all of the team's proposals describe the same project.

Content

The proposal MUST include the following paragraphs:

1. *Greeting*—just plain “Dr. Cotter:” (with a colon after the name)
2. *Introduction*—remind recipient why you are writing and identify the members of your team (1-2 sentences)
3. *Body*—Summarize the project and provide further information about the project (3-5 sentences)
4. *Conclusion*—Sign off politely, perhaps by asking recipient to contact you if he/she has further questions (1-2 sentences)
5. *Your name*—type your full name at the bottom, in case the recipient's server does not provide it at the top

Form

Points to remember:

- Place one blank line between each paragraph
- Maintain a formal, polite tone throughout (“you” and “we” are acceptable)
- Use a professional return address for yourself
- Create a short title that includes the class number (ECE 3940) and the word “Proposal”
- Follow the formatting in the “Sample E-Mail” on the back of this sheet

Proposal Grading

- 1) Content
- 2) Choice of topic
- 3) Form