

## Overview

Your team will write an e-mail proposal describing the Technical Poster you will create. The poster will describe an ECE faculty member's research project. The faculty member your team will work with to create this poster will be assigned in class. The faculty member will meet with you and give you information about their research project. After initial research, you will write your proposal, including a succinct description of the research project that the poster will describe.

Although the team will produce only one poster, 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 poster.

## 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 research project your poster will describe and provide further information about the project as needed (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 “E-Mail Proposal Example” handout

## Proposal Grading

- 1) Content
- 2) Description of project
- 3) Form