

## Overview

You will write an e-mail proposal describing what work you would do as the logical next step for the clinic project described by your team's poster. Although your team will produce only one poster, every member of the team must write his or her own e-mail proposal.

## 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 (1-2 sentences)
3. *Body*—Summarize the project you propose to do (3-5 sentences)
4. *Conclusion*—Sign off politely, perhaps by asking recipient to contact you if he or 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