

Professional Workplace Communication: Proposal and Report Writing (B2 / B2+)

Study Guide

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1. The structure of the “Proposal and Report Writing” module

The “Proposal and Report Writing” module contains six sections, 6 practice sections and a final test. You will learn to improve your proposal and report writing skills in English in a work context.

Proposal and Report Writing

Contents

- 1. Writing business proposals
- Practice 1
- 2. Writing event proposals
- Practice 2
- 3. Writing research proposals
- Practice 3
- 4. Writing reports: Introduction and methodology
- Practice 4
- 5. Writing reports: Findings and discussion
- Practice 5
- 6. Writing reports: Conclusions and recommendations
- Practice 6
- Language Review



Professional Workplace Communication – Proposal and Report Writing

Improve your proposal and report writing skills in English in a work context.

1. Writing business proposals

Identify characteristics and conventions, and practise the planning, structuring and related processes of writing a business proposal.

2. Writing event proposals

Identify characteristics and conventions, and practise the planning, structuring and related processes of writing an event proposal.

3. Writing research proposals

Identify characteristics and conventions, and practise the planning, structuring and related processes of writing a research proposal.

4. Writing reports: Introduction and methodology

Identify characteristics and conventions, and practise the planning, structuring and related processes of writing a report.

5. Writing reports: Findings and discussion

Practise signposting, describing data and writing cohesively.

6. Writing reports: Conclusions, and recommendations

Practise common collocations, drawing conclusions from given information, useful language to use when writing conclusions and recommendations, formal written style, and describing cause and effect.

Section 1: Writing business proposals

1. Writing business proposals

Identify characteristics and conventions, and practise the process of planning, structuring and writing a business proposal.

1 2 3 4 5 6 7 8

1. What is a business proposal?



- Read the description. Tap or click on the underlined words and choose the correct definition. (You can only start again after answering all questions.)

In this section you will identify characteristics and conventions, and practise the process of planning, structuring and writing a business proposal.

Practice 1

Practice 1

Check what you have learnt so far.

1

- Choose the correct option to complete each sentence.

1. Responsibilities in this job include assisting in the ___ and implementation of an interactive B2B website for the companies of clients.

- development
 growing
 making
 realising

2. I have completed the application ___. Who should I give it to?

- form
 document
 paper
 inform

3. I'm thinking of doing a ___ in programming for beginners. It'd be useful for me at work.

- graduate
 career
 course
 grade

This section practises what you have studied in section 1, " Writing business proposals".

Section 2: Writing event proposals

2. Writing event proposals

Identify characteristics and conventions, and practise the process of planning, structuring and related processes of writing an events proposal.

1 2 3 4 5 6 7 8

1. An overview of an event proposal.



- Choose the correct headings to complete an overview of an event proposal.

An overview of an event proposal

An event proposal is a detailed plan that outlines the key aspects of an event, aimed at securing approval or funding from stakeholders. An event proposal normally includes the following:

Practice 2 *This section practises what you have studied in section 2, "Writing event proposals".*

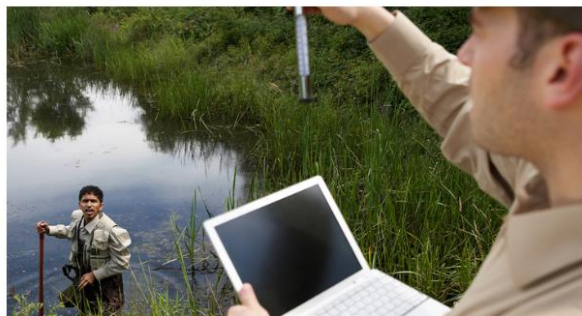
Section 3: Writing research proposals

3. Writing research proposals

Identify characteristics and conventions, and practise the process of planning, structuring and writing a research proposal.

1 2 3 4 5 6 7

1. An overview of a research proposal.



A **research proposal** is a detailed plan for a study designed to investigate a specific problem or question. Its purpose is to outline the research objectives, significance, methodology, and anticipated outcomes to seek approval or funding.

Practice 3 *This section practises what you have studied in section 3, "Writing research proposals".*

In this section you identify characteristics and conventions, and practise the process of planning, structuring and related processes of writing an event proposal.

In this section you will identify characteristics and conventions, and practise the process of planning, structuring and writing a research proposal.

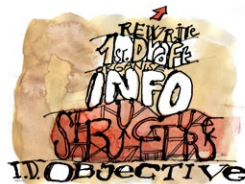
Section 4: Writing reports: Introduction and methodology

4. Writing reports: Introduction and methodology

Identify characteristics and conventions, and practise the planning, structuring and related processes of writing a report.

1 2 3 4 5 6 7 8 9 10 11 12 13

1. What is a report?



• Read the description and report writing tips and choose the correct heading for each section.

..... ▾

A report is a concise and highly structured text designed to be easily read and to convey important information. Reports should be organised for the convenience of the intended reader. Before writing a report it is essential to identify the objective and the target reader. All reports aim to describe events, to record progress, or communicate findings, usually to inform decision makers.

In this section you will identify characteristics and conventions, and practise the planning, structuring and related processes of writing a report.

Practice 4 This section practises what you have studied in section 4, "Writing reports: Introduction and methodology".

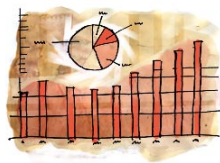
Section 5: Writing reports: Findings and discussion

5. Writing reports: Findings and discussion

Practise signposting, describing data and writing cohesively.

1 2 3 4 5 6 7 8 9 10

1. Interpreting information.



TIP:

It is important to analyse information that you are given in the report brief, and to select the key information to include in the report.

In this section you will practise signposting, describing data and writing cohesively

Practice 5 This section practises what you have studied in section 5, "Writing reports: Findings and discussion".

Section 6: Writing reports: Conclusions and recommendations

6. Elevator pitches

Learn about elevator pitches, then practise useful language and pronunciation.

1 2 3 4 5 6 7 8 9

1. What is an elevator pitch?



• Read the explanation.

An elevator pitch selling an idea

An elevator **pitch** is a **brief** (from 30 seconds to two minutes) way of introducing yourself, **getting across** a key point or two, and making a connection with someone. It's called an elevator pitch because it takes **roughly** the amount of time you'd spend riding an elevator with someone.

In this section you will practise common collocations, drawing conclusions from given information, useful language to use when writing conclusions and recommendations, formal written style, and describing cause and effect.

Practice 6 *This section practises what you have studied in section 6, "Writing reports: Conclusions and recommendations".*

Language review

Language review

Language Review


Here you can see and print the [Language review](#) for this unit or module. The Language review is a summary of the vocabulary, grammar and useful phrases you have studied.



In this section you can download the Language Review, a summary of language practised in this module.

Final test

Final Test

 **Final Test information**
TEST TIME: 45 minutes.
You have **45 minutes** to complete this Final Test. You can see the test timer at the top of this page.
You can only submit the test twice.
NUMBER OF QUESTIONS: 30

● Choose the correct option to complete each sentence.

1. We also use discounts and giveaways, sponsoring events and ___ kind of thing.

these what that the

2. We need to ___ the credibility of our brand.

enhance multiply engage rise

44:48

The final test contains **30 questions**.
You have a maximum of **45 minutes**
to complete the test.
You can have **2 attempts** to submit
the final test.

2. Tools and resources

To see the resources available in your course, click on **My resources**.

The screenshot shows the top navigation bar with 'Home', 'Mail 2', 'My tutor', 'My resources' (highlighted with a red box), 'Help', and 'Logout'. Below the navigation bar, a dropdown menu for 'My resources' is open, listing the following options: Text to speech, Record yourself tool, Dictionary, Grammar reference, Business centre, Translate into any language, Pronunciation tool, Interactive English, Fun and games, and Additional resources. A red arrow points from the 'Dictionary' option in the dropdown to the 'Dictionary' card in the grid below. The grid consists of nine cards, each with an icon and a brief description of the tool's function.

Text to speech

Text to speech

This very useful tool allows you to select and listen to words or text anywhere on the page. Alternatively, you can copy in your own text and listen to it.

2. Reading
In this section you will read three diary pages.

1 2 3 4 5 6 7

3. Dear diary...

- Read these three diary pages. **Choose the picture that goes with each one.**

1. Sheryl's diary


Tuesday, 23 May

It was the best day of my life. I got up early. I was so


The interface includes a 'Listen' button (highlighted with a red box) and a 'Translate' button. A red arrow points from the 'Listen' button to the highlighted instruction in the list above.




Record yourself tool

Record yourself tool



Record and listen to yourself speaking English and practise your pronunciation.

 Record yourself tool






To record your work:

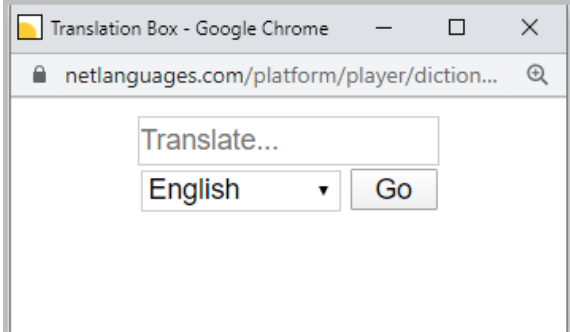
1. Click the record button. Speak into the microphone. Click the stop button to finish.
2. Click the play button to listen.
3. Click on the download button to save the file.

Dictionary

Dictionary



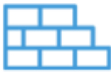
Use the interactive dictionary to see the definitions of words or translate English words into different languages.



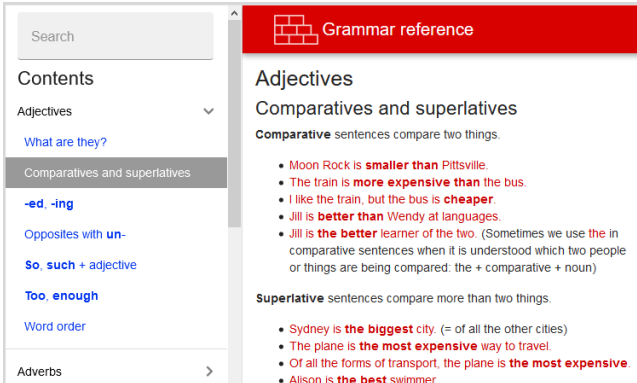
Translation Box - Google Chrome
 netlanguages.com/platform/player/diction...
 Translate...
 English Go

Grammar reference

Grammar reference



A complete and easy-to-use grammar reference to help you with any area of grammar you don't understand.



Search

Grammar reference

Contents

- Adjectives
- Comparatives and superlatives
- ed, -ing
- Opposites with un-
- So, such + adjective
- Too, enough
- Word order
- Adverbs

Adjectives

Comparatives and superlatives

Comparative sentences compare two things.


- Moon Rock is **smaller than** Pittsville.
- The train is **more expensive than** the bus.
- I like the train, but the bus is **cheaper**.
- Jill is **better than** Wendy at languages.
- Jill is **the better** learner of the two. (Sometimes we use the in comparative sentences when it is understood which two people or things are being compared: the + comparative + noun)

Superlative sentences compare more than two things.


- Sydney is **the biggest** city. (= of all the other cities)
- The plane is **the most expensive** way to travel.
- Of all the forms of transport, the plane is **the most expensive**.
- Alison is **the best** swimmer.

Business centre

Business centre



Business tips, useful language for different business situations, and templates for a variety of texts like memos, reports and job applications.


 Business centre

- Useful business language
- Business tips
- Useful business links
- Interesting reading
- Interesting videos
- Writing templates for business
- Phone message samples


Translate into any language

=You can select any text on a page, listen to it spoken, and translate it into any language.

Translate into any language



If you want to translate a word or text into your own language, just select the word or text and click on translate.

 2. Reading

In this section you will read three diary pages.

1 2 3 4 5 6 7

3. Dear diary...

- Read these three diary pages. Choose the picture that goes with each one.

1. Sheryl's diary

Tuesday, 23 May

It was the best day of my life. I got up early. I was so

Listen **Translate**

Pronunciation tool

Pronunciation tool



Improve your pronunciation with Net Languages' interactive phonemic chart of all the sounds in English.

Pronunciation tool netlanguages^o

Home About Help

All the sounds of English

- Click on a sound and do the exercises.

Vowels

i:	ɪ	ʊ	u:
e	ə	ɜ:	ɔ:
æ	ʌ	ɑ:	ɒ

Consonants

p	b	t	d
f	v	θ	ð
m	n	ŋ	h


Pronunciation tool

netlanguages^o

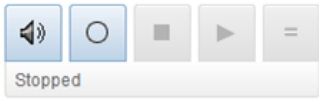
Home Sounds Words Sentences Contrasts Help

/i:/


- Listen to the word. Repeat the word. Record yourself. Compare.




sheep




Stopped




beach



Stopped



eagle



Stopped

Interactive English

Interactive English



Get even more practice of English with our monthly fun interactive publication. Available online or as an app at three levels: Basic, Intermediate and Advanced.

Interactive English

Issue 267 - The ups and downs of multitasking



Basic
Vocabulary: Activities
Podcast: The ups and downs of multitasking



Intermediate
Podcast: The ups and downs of multitasking
Comprehension: Check your understanding



Advanced
Podcast: The ups and downs of multitasking
Comprehension: Check your understanding



Fun and games

Fun and games



Get more useful practice of vocabulary, expressions and pronunciation with our flip cards games.

Fun and games
Back

Collocations


What's the word in the centre? It can be used with all the other words in the wheel. Click on the card to see the answer.

Click to flip

<
>

Forums


Forums



Share your experiences and opinions with other Net Languages students from all over the world.

Audio speed control

Audio speed control

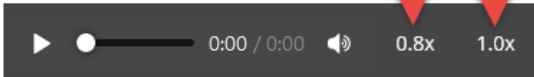


If you find the audio exercises difficult, you can slow down the speed.

1 2 3 4

4. Listen again.

- Listen from where Andy says, "... No, it's smaller than Barcelona next?"



Additional resources

Additional resources



Access useful online resources and practise listening and reading with learning materials and authentic sources.



Additional resources

Video material

Listening material

Online reading

For elementary learners:

Pick of the month

- **Star Wars Day**
May 4th is Star Wars day. Find out why.

Food

- **Pink chocolate**
A new colour for chocolate.
- **Insect ice cream**
A new flavour for your ice cream. Would you eat it?

4. Assessment

Marks are awarded as follows for this module:

Test	Marks
Final test	30
Total score	30