

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:

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

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

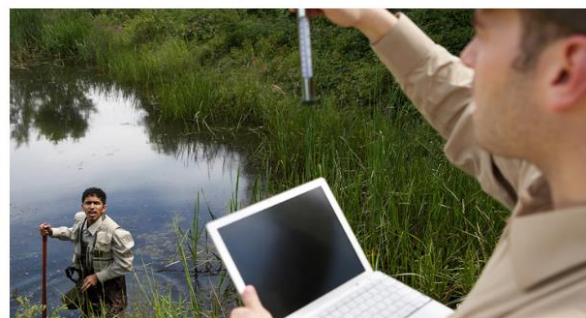
Section 3: Writing research proposals

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.

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

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

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. 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".

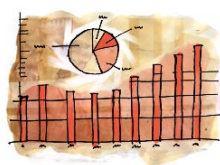
Section 5: Writing reports: Findings and discussion

5. Writing reports: Findings and discussion

Practise signposting, describing data and writing cohesively.



1. 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 and the system will record the higher score of the two attempts.

NUMBER OF QUESTIONS: 30

● Choose the correct option.

4. Here is my card, _____ you be interested in talking more about this.

☐ shall

☐ perhaps

☒ should

☐ can

Next

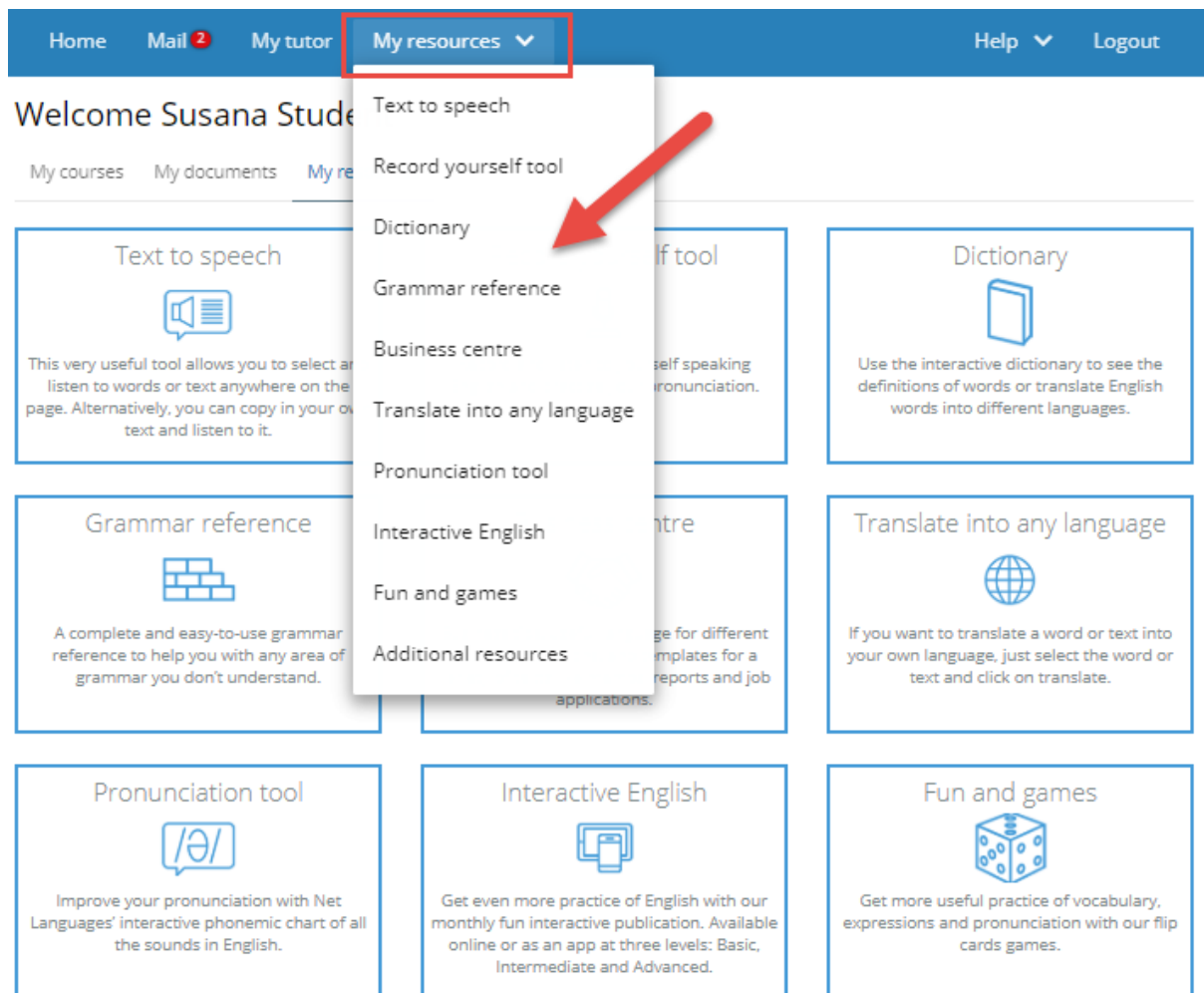
The final test contains **30 questions**.

You have a maximum of **45 minutes** to complete the test.

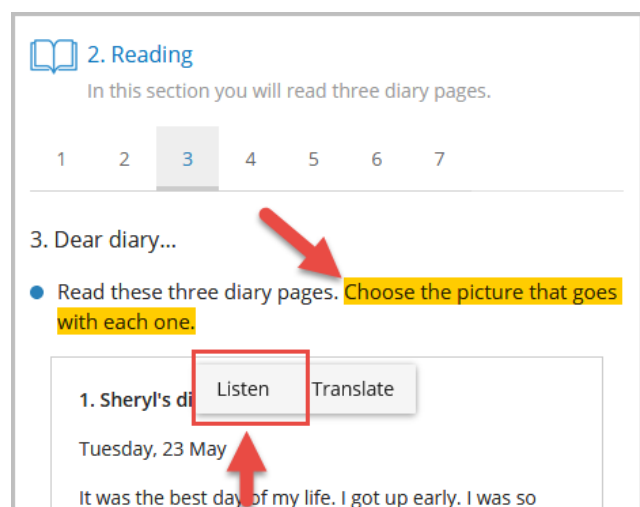
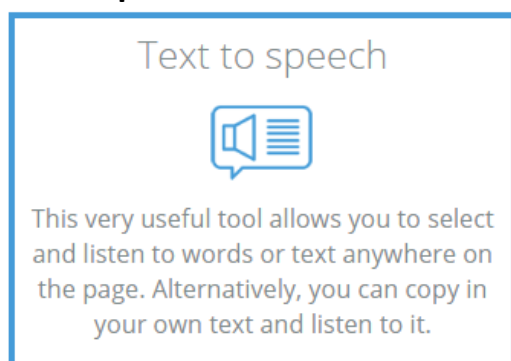
You can have **2 attempts** to submit the final test.

2. Tools and resources

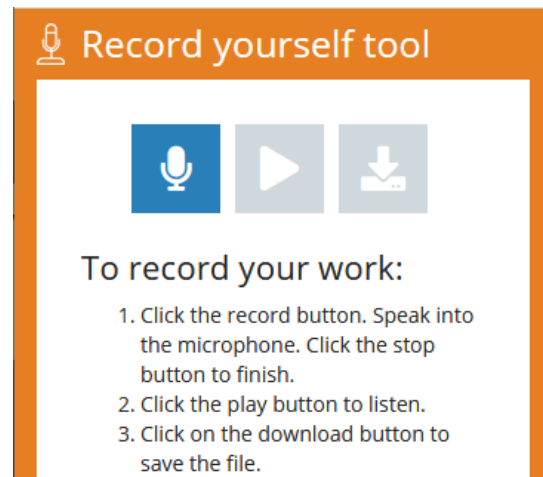
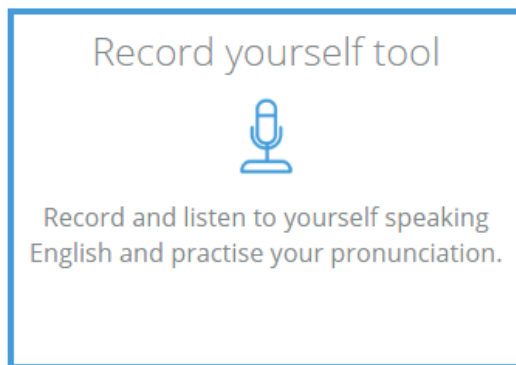
To see the resources available in your course, click on **My resources**.



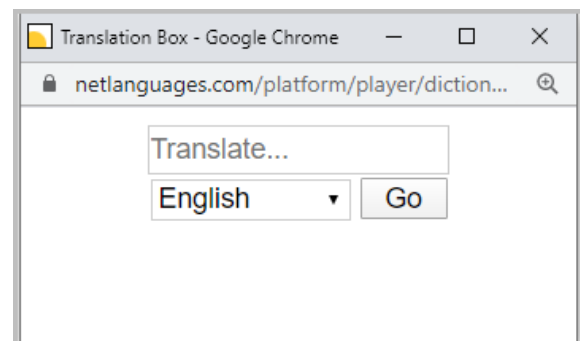
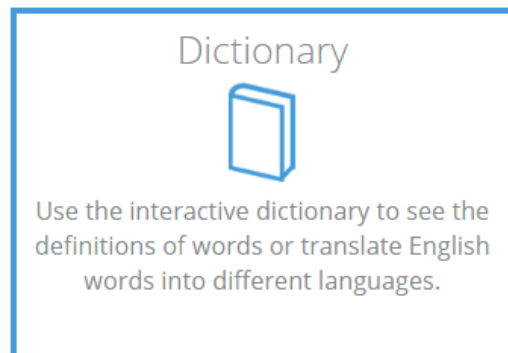
Text to speech



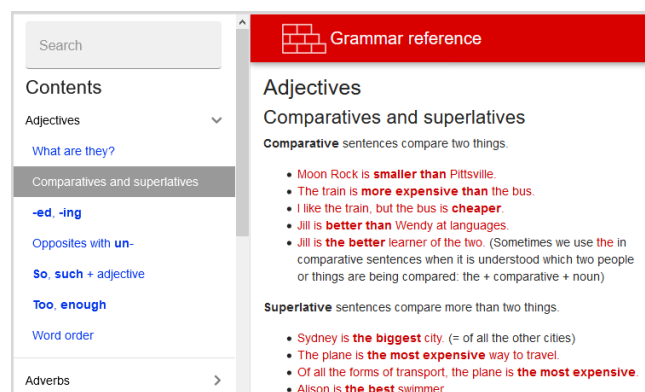
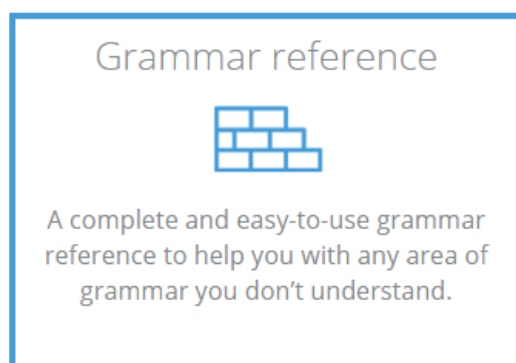
Record yourself tool



Dictionary




Grammar reference




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

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

Home Sounds **Words** Sentences Contrasts Help

/i:/

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

sheep

Stopped

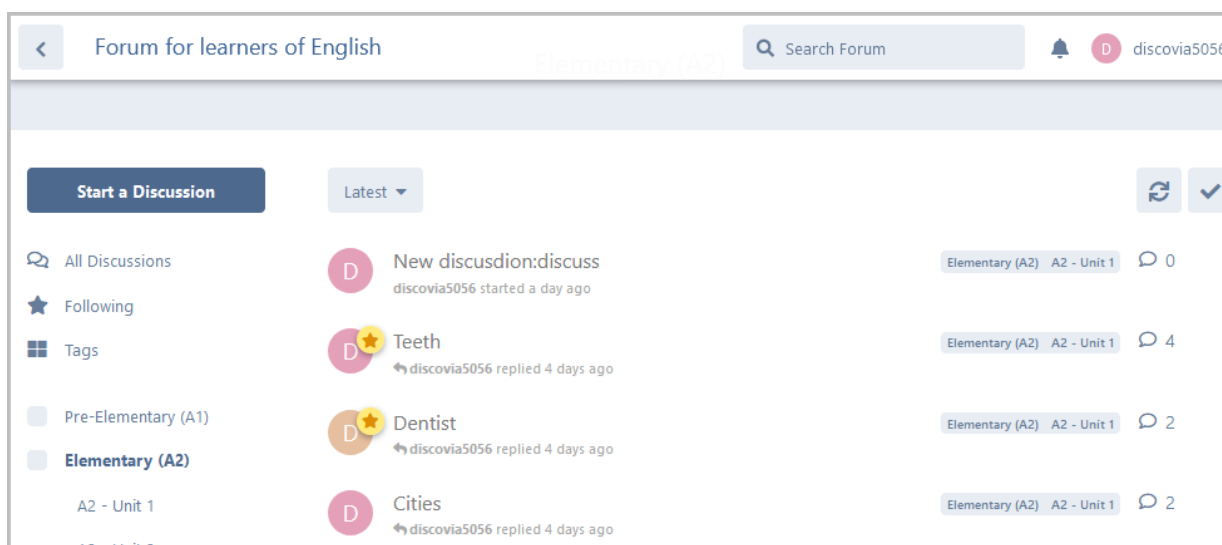
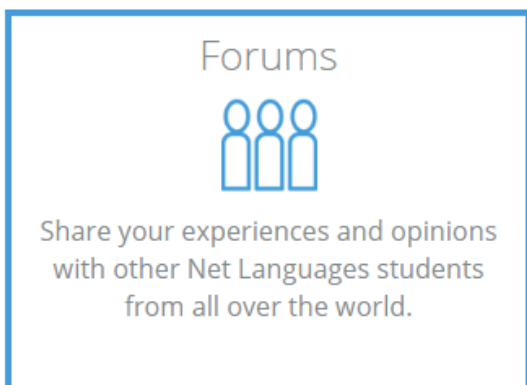
beach

Stopped

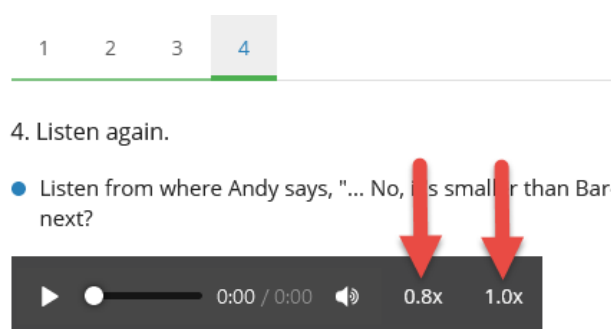
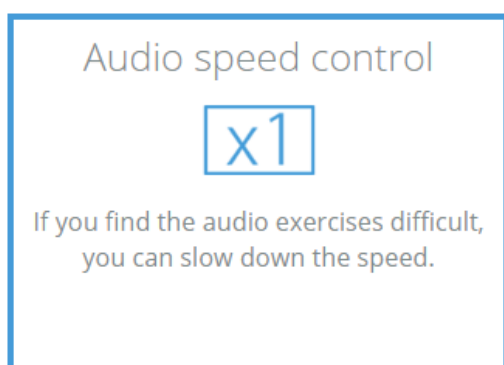
eagle

Stopped

Forums



Audio speed control



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