

## Washington State University Vancouver English 402

### MEMORANDUM

To: English 402-03 members  
From: Marie Naughton, Adjunct Assistant Professor  
Date: February 26, 2007  
Subject: **Assignment 5: Informal Proposal**

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Draft a short (two to three page maximum) informal proposal (standard memo format) outlining your plans for your final project. I am the audience for this assignment; it's your task to persuade me to approve your plan for your final project.

#### **Informal Proposal Requirements**

At a minimum, your final project proposal should address the following:

1. Identify the audience and purpose for your final project
2. Explain why the topic is relevant
3. Define the scope of the topic, i.e., what your final project will cover (or not cover)
4. Describe its format (i.e., formal report, instructional manual, professional article, long proposal, etc.)
5. Explain how you will research the topic (i.e., where you will find information, what balance of primary and secondary sources you will use)
6. Provide a brief timeline or schedule that shows how you will complete the project in the time allotted.

Turn in both your rough draft (annotated with critique group comments) and your final draft on March 26, 2007.

**Rough Draft Due: 3/19** (for peer review)

**Final Draft Due: 3/26**

*50 points possible*