

WRITING PROPOSALS

In the new economy, the ability to write convincing proposals is a skill that needs to be cultivated. Any organisation that wants to be in the forefront should train employees to write convincing proposals that work. After all, an effective proposal helps the reader/s to make the right decisions.

Our Objectives

We aim to

- deliver the basic skills involved in proposal writing
- emphasise the use of the right language and vocabulary in proposal writing
- encourage a systematic approach in presenting information in a proposal

Your Profile

This course is suitable for all who need to know how to write an effective proposal for supervising officers or management.

Your Results

At the end of this course, you will learn to:

- identify the different sections of a proposal
- plan, organise and present information effectively
- write effective purpose statements for the target audience
- write effective conclusions and recommendations
- use appropriate language and vocabulary
- be aware of common mistakes in proposal writing

Our Methods

We believe in making the course interactive and fun by using a variety of methods. These include:

- Individual and group work
- Class discussions
- Writing exercises

Our Trainers

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC
BUSINESS COMMUNICATION CENTRE**

Course Enquiry

Ms Mak Mei Yoke

DID: 6870 6040

Email: bcc@sp.edu.sg

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