

# Proposal Memo Assignment

Write a 2-pp proposal memo and attach a separate page of references (your working bibliography)

Follow this memo format, using the same headings. Use these questions to guide you:

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**To:**

**From:**

**Date:**

**Re:**

**Purpose:**

What is the purpose of the memo? What are you proposing to write about in your final paper? Provide an overview of what you will deal with in your paper. Be specific but brief. You can elaborate in more detail below.

**Background:**

Provide enough background on the topic so that the reader knows what the paper is about and how it fits in to the existing literature on the subject. Use 1-2-3 structure: This is the area of investigation (1), this is what has been done on the topic already (2), this is where my research question fits in (3).

This might include:

- historical information
- a definition of specific terms
- mention of previous research done in this area
- description of a particular problem or need that your research will investigate in order to propose solutions to

**Proposal:**

What questions will the paper investigate? (Look back at the list of questions you generated earlier). Why will you look at these questions? Why are they important to address? Will you examine data? Do library research?

Why will you be examining these things?

What is your purpose?

You may forecast the shape of your paper here (see attached examples).

**Methods:**

What will you do first? A literature review?

What will you do second? Interview people?

What will you do third? Analyze case studies?

How will you do this? Be as specific as possible.  
What research tools will you use?  
Data from specific sources? Which ones?  
Personal interviews?  
Questionnaires?

**Working Bibliography: (title will depend on what style you use)**

List the works you will be consulting on a separate page.

List them in alphabetical order by author, following the style guide – use APA, MLA or Chicago Style.

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