

PUT IT IN WRITING: DRAFTING THE PROPOSAL

OBJECTIVE: Students gain experience in steps in the writing process and gathering information and drafting. Students understand how proposals will be judged.

Attendance committee: report average daily attendance

Focus time on collecting information and drafting the proposal and budget.

Remind everyone to look back at the RFP document to be sure all points and questions are covered.

Provide the handouts with the scoring rubrics (Part III) to show how the proposals will be judged.

We conducted a student survey to determine what kinds of food and drinks to include in the buffet.

—RFP group

REMEMBER THE WRITING PROCESS

- Encourage writing first to get ideas down in draft form, then to revise.
- Encourage reading aloud to each other.
- Encourage revision and self correction.
- Be a good listener and helper!

