UNIT 15 BASIC FEATURES OF PROPOSALS

Structure
15.0 Objectives
15.1 Warm Up
15.2 A Proposal
15.3 Need for Proposals
15.4 Features of a Proposal
15.5 Framework for Proposals
15.6 Grammar: The Passive Form
15.7 Summary
15.8 Answers to Activities
15.9 Answers to Self Check Exercises
15.10 References and Further Reading

15.0 OBJECTIVES

After reading this Unit, you will be able to:
• explain why proposals are written;
• describe the features of a proposal; and
• identify the parts of common kinds of proposals.

15.1 WARM UP

A proposal is always addressed to someone: an individual or a group of individuals. The writer of the proposal expects that person or the group to read the proposal and act on it. A proposal could be aimed at internal audience or external audience, and it might be written proactively or against a request. You must have read in newspapers statements such as:

• …the State Government has submitted a proposal to the Central Government on …
• …the Central Government has asked the State Government to submit a proposal on…
• …the Government has sent a proposal to the World Bank on…..
• …the World Bank has asked the Government to submit a proposal on …. Proposals are often written aimed at internal audience;
• …the Librarian has sent a proposal for automating the library to the Director…
• …the Director has asked the Librarian to submit a proposal for automating the library…
A proposal could also be between institutions, e.g:
- University X has submitted a proposal to University Z for sharing of scientific resources between the two.

**Activity**

1) Suppose that you are the librarian of a research institute. Discuss with your friend(s) two subjects which are appropriate ones for submitting proposals, and list the subjects of these two proposals below:

........................................................................................................................................................................................................................................
........................................................................................................................................................................................................................................
........................................................................................................................................................................................................................................
........................................................................................................................................................................................................................................
........................................................................................................................................................................................................................................

**15.2 A PROPOSAL**

A proposal indicates the direction of a future action. Any action begins with an idea. The idea develops into a plan of action. The plan needs to be elaborated upon. The prospects and consequences of the plan need to be visualised. If the plan shows promise of being executed, then it needs to be written down with the costs worked out. This document is called a **proposal**. The proposal is scrutinised by colleagues, superiors or authorities within an organisation or by clients outside and approved or rejected based on its viability and financial implications.

Written proposals form the basis for projects undertaken by an institution, organisation, or a business firm. They serve as blueprints for projects and sources of reference during and after the execution of projects. Oral presentations of proposals are also made before a select audience, especially if the project is undertaken for an outside client.

A proposal can be in the form of a short letter or a long document with supporting graphics and visuals.

As proposals are projections into the future, ‘modal verbs’, that is, “will”, “shall”, “may”, “can” are generally used along with the main verbs.

**15.3 NEED FOR PROPOSALS**

Let us begin with a short mental activity.

**Activity**

2) Imagine that you have a certain amount of money and you plan to build a small public library in your neighbourhood. List the steps in planning that you would take:

........................................................................................................................................................................................................................................
........................................................................................................................................................................................................................................
........................................................................................................................................................................................................................................
Discussion

I have put down the following points. Match them with yours.

1) Why do I want to build a library in the neighbourhood?
   - Saves time from traveling to public libraries in the city.
   - Busy parents can take time out and bring their children to a library that is in the vicinity.
   - Retired people can meaningfully spend their mornings and evening there.

2) What kind of a library do I intend to build? (For adults/ for children)

3) Which locality do I want to build the library in?
   - Why have I chosen that particular locality? Give reasons

4) How will I look for good spaces?
   - Look at advertisements? Advertise what I am looking for? Ask for advice

5) What is my budget?
   - How much money do I have in hand? How much money can I get as loan from other sources?

This is a mental blueprint. This will give you a direction in identifying the kind of library you want to set up.

Let us extend this to various activities and projects that have to be undertaken by large institutions and firms. All the things that you do mentally for your personal purchase will have to be formally stated and documented. Your purchase is a private decision.

You might consult family and friends. An official proposal will have to be examined and approved by the executive authorities in the organisation.

If certain problems are encountered in the proposal stage, ways to overcome them may be considered, or the proposal may be dropped because it is not viable.

This is why proposals are written down.

If a project is undertaken without a well-thought out proposal, it may get stuck mid-way and might entail loss of money.

Proposals, therefore, are the basis of undertakings.

Activity

3) List five activities for which proposals will be needed in any organisation of your choice. (You can choose a school, a library, a retail outlet, a sports club, etc.)

..............................................................................................................................................
..............................................................................................................................................
..............................................................................................................................................
..............................................................................................................................................
..............................................................................................................................................
..............................................................................................................................................
..............................................................................................................................................
..............................................................................................................................................
15.4 FEATURES OF A PROPOSAL

A proposal is made for something that does not exist or to add on to something that already exists. Creating, acquiring, or presenting something new, involves investment of effort and money. This investment has to be justified.

A proposal usually begins with a description of what exists. It then moves on to what is required. This has to be supported with reasons for investing. The benefit or profit of the venture is then stated with a view to obtaining approval of the proposal.

The functions that are required in writing a proposal thus are:

- Describing
- Stating the problem
- Proposing solution
- Providing reasons or justifying
- Highlighting benefits
- Persuading or urging action

Here is a short one-paragraph draft proposal for a public facility:

The traffic on the M.G. Road is very heavy from 7am to 10pm. Two schools and three colleges line the 5 km stretch of the road from Police quarters to the General Street Metro station. There is no pedestrian crossing anywhere in between. It is impossible to cross the road during the daytime. School children and college-goers are forced to go by vehicles or public transport even if the distance is within 1 km. Three foot-over bridges at 1.5 km distance from each other should be built to ease the problems faced by pedestrians.

Self Check Exercise

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

1) What is the function performed in sentences 1-3?

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
2) What do sentences 4 and 5 convey?
......................................................................................................................
......................................................................................................................

3) What is the solution proposed in sentence 6?
......................................................................................................................
......................................................................................................................

4) Notice the verb forms in sentences 1-5
......................................................................................................................
......................................................................................................................

5) Underline the verb phrase in sentence 6.
......................................................................................................................
......................................................................................................................

6) What is the notion indicated by the modal verb “should”?
......................................................................................................................
......................................................................................................................

7) Why has the passive voice been used in sentence 6?
......................................................................................................................
......................................................................................................................

The answers to these questions will give you an idea of how a proposal is presented. Refer back to the functions performed through proposals mentioned earlier in this section and match your answers with them.

Activity
4) You are the librarian of your institution or organisation. Make notes for the proposal for the provision of a café in the library premises.
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
......................................................................................................................
**Discussion**

Did you include the following?

**Background**
- Description of the institution and the nature of work done

**Rationale**
- Need for a café near the library for its members as well as the staff. People will not waste time travelling to the canteen located nearly a km away.

**Proposal**
- Identification of space on premises
- Number of people required to work in the cafeteria.
- Items on the menu
- Number of tables required
- Kitchen equipment required.

**Costs**
- ………

**Justification**
- Desire of staff and library members.
- Other organisations have the facility

**Request for Action**
- Provision of a space for a cafeteria as soon as possible.

Proposals are put up for various kinds of purposes: for starting institutions, building bridges, buying furniture, machinery, etc.

To start a film club in a university, interested students may approach teachers or the Vice Chancellor and express their wish. A teacher may be asked to help the students in framing a proposal. The proposal is drafted.

- It states the objective.
- It talks of the number of students who are interested.
- It lists the activities that the club will perform.
- It states the requirements for setting up the club. It projects the funds that will be required.
- It urges action.

On a larger scale, proposals are submitted for the Five Year Plans of the Government. The budget allocations are made on the basis of the proposals. They are called Plan Proposals.

**Language focus**

Notice the contexts in which the word ‘proposal’ is used. You will then have an idea of what a proposal involves, in what contexts proposals are generally written and the kind of importance they have.

The proposal must be approved by the Commerce Department.

The Board approved a library proposal to increase the number of authorized book sellers.

The proposal to rebuild the archive wing of the library came in the year 20xx.
Under the proposal, the Company’s shareholders would receive 10% dividend.
The company had access to inside information when it made its proposal to the Railway Board.
The company rejected the proposal and recalled its agent.
The librarian was asked to send his proposal at the earliest possible time.
The Board of Management approved Library Committee’s proposal to finance the long-awaited multimedia library.
Notice the phrase ‘proposal to …’. to + verb is used to show intention or purpose.
A proposal expresses an intention or purpose or plan.
A proposal is ‘presented’ or ‘put up’ for approval. A proposal can be ‘sent’. A proposal is ‘approved’ or ‘rejected’.

15.5 FRAMEWORK FOR PROPOSALS

In the previous sections we looked at the basic features of proposals. In this section, we will examine certain common kinds of proposals for facilities within an organisation/institution.

A proposal has a framework which can be expanded. It may run into several pages. If it is a detailed proposal, it begins with an executive summary. This summary must be carefully written in order to impress the reader at the first instance. The executive summary condenses the content of the proposal and states the objective clearly.

In the following section, each part of a proposal will be examined. The questions that follow each proposal are learning questions that will enable you to understand the process of writing proposals better.

Sample Executive Summary
This proposal is submitted for the setting up of a departmental library of ELT (English Language Training) books in the Commerce Department of the M.G.L University. Most undergraduate students are in need of acquiring proper reading skills and have expressed a desire for focused training in English language skills as they have had their schooling through non-English medium. Departmental libraries can provide access to books related to the particular discipline. They will help the students acquire the register related to Commerce and improve their comprehension and communication skills in English.

Self Check Exercise
Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

8) What is stated in the first sentence?

.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
Let us look at a sample proposal presented within an organisation:

**Title Page**

Proposal for Acquiring Space for HERITAGE
LIBRARY, Trivandrum

Submitted to the Mayor
Corporation of Trivandrum

By the Director, Heritage Library Committee, Trivandrum
12 September xxxx

**Self Check Exercise**

**Note:** i) Write your answers in the space given below.
ii) Check your answers with the answers given at the end of this Unit.

11) What information does this page give you?
12) What is being proposed?
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
13) To whom is it addressed?
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
14) By whom is it proposed?
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

Executive Summary
It is proposed that a space be allocated for the HERITAGE LIBRARY in the city of Trivandrum. The city has witnessed an increase in the number of people flocking to the public libraries in recent times. A need for a new library in the city has been perceived. The vacant building next to the Trivandrum Museum has been identified as suitable for the purpose. The cost of investment can be compensated by the charges levied for the using the library facilities.

Self Check Exercise
Note: i) Write your answers in the space given below.
   ii) Check your answers with the answers given at the end of this Unit.
15) What does the summary indicate?
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
16) What are the essential points it highlights?
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................

17) Will the reader view the proposal favourably on reading the summary?
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................

Background
The two Literary festivals held in the city this year have been instrumental in developing an interest in reading books. The residents of the city, especially the youngsters, have discovered the joy of reading books. A suitable space for a new library has been identified next to the Trivandrum Museum. This was used as the venue for various handicraft exhibitions. However a bigger space has been allotted for these exhibitions and the building is now lying vacant. Since this building is located in the heart of the city, residents from various parts of Trivandrum can easily access it. There is also a plan to include a section which has a collection of DVDs of films based on the literary classics.

Self Check Exercise

Note: i) Write your answers in the space given below.
    ii) Check your answers with the answers given at the end of this Unit.

18) What does this section tell you about?
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................

19) What is being described in sentences 3-5?
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
Rationale

In order to meet the demand of the increasing interest in reading, the need for a new library was imminent. A need was perceived for a library that can be easily accessed by the city folks. A committee was formed to determine the feasibility of setting up a Heritage Library. The library would be an avenue where the members would be exposed to a wide range of literature from across the world. In addition to that, both children and senior citizens could be fruitfully occupied. They would also be exposed to films based on literary classics.

Self Check Exercise

Note: i) Write your answer in the space given below.
   ii) Check your answer with the answer given at the end of this Unit.

20) What is the purpose of this section?

.......................................................................................................................
.......................................................................................................................
.......................................................................................................................
.......................................................................................................................
.......................................................................................................................

Proposal

In view of the above-mentioned factors, it is obvious that a new library is required.

The 4000 sq. ft space on the premises will be ideal for the library. This space has been recently vacated and advertised for letting out on lease. There will be ample space for the library members to move around and spend time in the library.

Shelves need to be built for placing the books and DVDs. There is also a requirement for tables and chairs for people to sit and read. There is a need for a separate cubicle to accommodate a cyber zone on the first floor.

Self Check Exercise

Note: i) Write your answers in the space given below.
   ii) Check your answers with the answers given at the end of this Unit.

21) What is the connecting link between the rationale section and the proposal section?

.......................................................................................................................
.......................................................................................................................
.......................................................................................................................
.......................................................................................................................
.......................................................................................................................

.....................................................................................................................
22) Is the link needed? Why?

....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

23) What new information is presented in the Proposal section?

....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

24) Why is this section needed?

....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

25) What does it tell you at a glance?

....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

---

**Estimated Budget**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease amount for a two-year period</td>
<td>Rs. 24,00,000</td>
</tr>
<tr>
<td>Cost of renovation and setting up display shelves, boards</td>
<td>Rs. 1,00,000</td>
</tr>
<tr>
<td>Capital investment on books</td>
<td>Rs. 30,00,000</td>
</tr>
<tr>
<td>Cyber zone</td>
<td>Rs. 10,00,000</td>
</tr>
<tr>
<td>Salaries for 8 library staff</td>
<td>Rs. 10,00,000</td>
</tr>
<tr>
<td>Salaries for 2 cleaning staff</td>
<td>Rs. 1,00,000</td>
</tr>
<tr>
<td>Maintenance costs</td>
<td>Rs. 1,00,000</td>
</tr>
<tr>
<td>Transport</td>
<td>Rs. 50,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Rs. 1,00,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Rs. 83,00,000</strong></td>
</tr>
<tr>
<td><strong>Estimated Returns</strong></td>
<td><strong>Rs. 10,00,000</strong></td>
</tr>
</tbody>
</table>

**Self Check Exercise**

**Note:**

i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

24) Why is this section needed?

....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

25) What does it tell you at a glance?

....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

Benefits

- Customers needs fulfillment
- Inculcating reading habits in the younger generation.
- Giving senior citizens a meaningful occupation.
- Access to a wide variety of books from various streams.

Self Check Exercise

Note: i) Write your answers in the space given below.
    ii) Check your answers with the answers given at the end of this Unit.

26) What does this section highlight?

....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

27) Is the proposal convincing?

....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

Conclusion

It may be seen from the facts and figures presented above that this is a viable proposal that will yield good returns. An early decision on this proposal will prove worthwhile.

The proposal is submitted for approval.

Self Check Exercise

Note: i) Write your answers in the space given below.
    ii) Check your answers with the answers given at the end of this Unit.

28) What is the function of the above section?

....................................................................................................................
....................................................................................................................

29) Why is it needed?

....................................................................................................................
....................................................................................................................
Self Check Exercise

Note: i) Write your answer in the space given below.
   ii) Check your answer with the answer given at the end of this Unit.

30) Reproduced below is a proposal presented as one chunk. Section it and write suitable headings for each section using the table of contents given below.

Proposal for setting up a 24 x 7 café on the library premises submitted to the Vice Chancellor, XYZ University, by Pankaj Mongia, President XYZ Participants’ Association

Table of Contents

Executive Summary
Statement of Problem
Objectives
Plan Proposal
Work Plan
Total Budget Estimates
Conclusion

Economic, technological, informational, demographic and political forces have changed the way people live and work. These changes and the rate of change will continue to accelerate. Educational institutions like businesses, communities and families, must adapt to changing conditions to thrive. These institutions are struggling hard to keep pace with the astonishing rate of change in students’ lives outside these institutions. Students will spend their adult lives in a multitasking, multifaceted, technology driven, diverse, vibrant world and they must come equipped to do so.

Our institute strives to provide every student a rich experience as far as academics is concerned. Entertainment and recreation of the students, however, have not been duly taken care of. There is a need to provide the students with a truly global experience so that they don’t become misfits but work for its betterment and development. The proposal for a **24 x 7 café** on the library premises is an endeavour of XYZ Participant Association to bridge the gap between academics and entertainment.

XYZ attracts students from all over the country and across the globe. Some of these students come from metros while others are from small towns. They have different backgrounds and different identities. However they never get to meet each other, know each other better, and share ideas, thoughts and opinions simply because there is no place where they can meet and interact. The students make small groups and spend most of their time in these groups without bothering to introduce themselves to the members of the other groups. They go out, eat out and enjoy only in their own groups. Recently some students had a bitter experience when they had to go out at night in search of food at an unearthly hour.
Following are the objectives of this proposal:

- To ensure that the students get a global experience on the campus round the clock
- To provide the students with a place where they can refresh themselves for the next day’s work
- To provide round the clock facilities to the students
- To blend academics with entertainment

The 21\textsuperscript{st} century student is not bound by the limits of time. He/she is a 24 x 7 student. The XYZ Participants’ Association has come up with the proposal to set up a 24 x 7 café which takes care of all the needs of the 21\textsuperscript{st} century students and provides them with a truly global experience on the campus round the clock.

The 24 x 7 café will have:

- A cyber zone with at least 30 computers with internet access to provide the students with high speed Internet access to explore the world wide web.
- A snacks counter which will provide the students with fresh snacks, mini-meals, fresh fruit juices, etc.
- A news corner where the students can access magazines and newspapers.
- A reading room which will allow the students to sit and read books.
- A tête-à-tête hall where the students can sit and discuss the issues that concern them.
- A TV room where the students can watch TV.
- A music room with headphones and juke box where the students can listen to music.
- A sports corner where the students can play games like carom, table tennis, badminton, etc. and work out in the gym.

The entire plan will be carried out by two sub-committees – one responsible for procuring equipment for the café and appointing personnel; and the other one responsible for selecting the site for construction, inviting tenders and supervising the construction of the café.

The plan will be carried out in two phases: In the first phase, three best sites for the construction of the site will be selected, the feasibility report will be prepared and tenders will be invited.

In the second phase, when the construction would have begun, the equipment will be procured for the café and personnel will be appointed.
1) **Budget for Salaries/Wages**

**Personnel required**

<table>
<thead>
<tr>
<th>Place</th>
<th>Manager/Instructor</th>
<th>Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber Zone</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Snacks counter</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Gym</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Reading room</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>News corner</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>General</td>
<td>-</td>
<td>2</td>
</tr>
</tbody>
</table>

**Monthly Emoluments (per person-per month in Rs.)**

<table>
<thead>
<tr>
<th>Place</th>
<th>Manager/Instructor</th>
<th>Attendant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber Café</td>
<td>5000</td>
<td>2500</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>4500</td>
<td>2500</td>
</tr>
<tr>
<td>Gym</td>
<td>5500</td>
<td>-</td>
</tr>
<tr>
<td>Library</td>
<td>5000</td>
<td>2000</td>
</tr>
<tr>
<td>General</td>
<td>-</td>
<td>2000</td>
</tr>
</tbody>
</table>

**Budget for Equipment (in Rs.)**

<table>
<thead>
<tr>
<th>Air Conditioners</th>
<th>Furniture (for reading room, discussion hall, TV and Music room)</th>
<th>Equipment for Gym</th>
<th>Sports Accessories (for Health Club)</th>
<th>Electronic Equipment (for TV and Music Room)</th>
<th>Cafeteria (kitchen appliances including automatic soft drink vending machines)</th>
<th>Cyber Cafe</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20,000</td>
<td>30,000</td>
<td>15,000</td>
<td>10,000</td>
<td>25,000</td>
<td>20,000</td>
</tr>
</tbody>
</table>

2) **Budget for Construction Related Expenditure (in Rs.)**

| Soft Material including electronic equipment etc. | 10,000,00 |
| Hard Material including cement, bricks, etc. | 70,000,00 |

The aim of education in the modern world is not just limited to academics but goes beyond it. It aims at overall personality development of the students. The educational institutions should provide the students with every possible opportunity to grow as a professional as well as a person. The 24 x 7 café is essentially global in nature and strives at the fusion of academics and entertainment. It also aims at providing the students a truly rich and global experience. There is a great need to have such multi-utility cafes on the campus to ensure that the students have all the facilities within easy reach and get them round the clock.
That was a proposal written by a student representative of an educational institution. It gives you an idea of what elements need to be included in a proposal and an overall structure of a proposal that is sent to authorities within an organisation.

15.6 GRAMMAR: THE PASSIVE FORM

Read the following sentences from the reading passage:

1) The proposal is scrutinized by authorities within the organisation.
2) Oral presentations of proposals are also made before a select audience.

The underlined sentences are in the passive voice.

The passive voice is formed by using the verb be and the past participle. (e.g. bought, used, etc.)

Examples:
Advanced degrees (Ph.D.) are listed on business cards…
Status is determined by age, university degrees and profession.

We use the passive in the following situations:

• We often use the passive to focus on something that happens to someone, when we do not want to focus on the person who does the action.

Example: Over 30% of Indians are employed in the agricultural sector.

• The passive is often used to talk about systems and processes. Example:

  The US is characterised by a ‘scientific’ approach to business. Every aspect of commercial life is studied and analysed.

• The passive is often used in business correspondence because it is less personal than the active voice. Example:

  Thank you for your letter which was received at this branch today.

• The present perfect passive is often used when we are describing changes that have taken place. Example:

  Globalization has brought the world closer together and helped to reduce cultural diversity.

• To downplay the action or when you don’t want to fix blame when something goes wrong. Example:

  The sales targets were not met.

How to form the passive with other tenses:

• Present Continuous Passive

  Example: I am being asked to work every weekend.

• Past Continuous Passive

  Example: We only noticed the mistakes when the book was being published.

• Present Perfect Passive

  Example: Various models have been used to explain this concept.
• **Past Perfect Passive:**

Example: They emailed us to say that the shipment **had been delayed**.

The passive forms of the verb in different tenses would look as follows:

<table>
<thead>
<tr>
<th>Tense</th>
<th>Simple</th>
<th>Continuous</th>
<th>Perfect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>Is / am / are + past participle</td>
<td>Is / am / are + being + past participle</td>
<td>Has / have + been + past participle</td>
</tr>
<tr>
<td>Past</td>
<td>Was / were + past participle</td>
<td>Was / were + being + past participle</td>
<td>Had + been + past participle</td>
</tr>
<tr>
<td>Future</td>
<td>Will / shall + be + past participle</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Activity**

5) Change the following sentences into the passive voice. Omit the doer where it is necessary.

i) China produces these types of telephones

...............................................................................................................................................................

...............................................................................................................................................................

ii) We make water from a mixture of hydrogen and oxygen.

...............................................................................................................................................................

...............................................................................................................................................................

iii) Someone hit my car from the back.

...............................................................................................................................................................

...............................................................................................................................................................

iv) Employers pay many manual workers weekly.

...............................................................................................................................................................

...............................................................................................................................................................

v) Madam Curie discovered Radium.

...............................................................................................................................................................

...............................................................................................................................................................

vi) They announced the winners of the Nobel Prizes in Physics and Chemistry yesterday.

...............................................................................................................................................................

...............................................................................................................................................................

vii) Countries store most nuclear waste underground.

...............................................................................................................................................................

...............................................................................................................................................................
Basic Features of Proposals

viii) If there is a vacancy, we first ask suitable in-house candidates to apply.

ix) They have cleared all the roads in this area due to VIP movement.

x) They elected a new mayor yesterday.

6) Rampur as a small city has changed a lot in the last 10 years. Rewrite the sentences below about Rampur using the passive form. The first one is done for you.

i) They built a new stadium. A new stadium was built.

ii) They are building a new hospital.

iii) They will finish it by next December.

iv) They have knocked down the old shopping complex.

v) They are going to build a new modern one soon.

vi) They are constructing a new multiplex movie hall.

15.7 SUMMARY

In this Unit, we have examined the need for writing a proposal, the features of proposals and the framework of proposals. The language functions used are: describing, justifying and persuading. In the grammar section, we concentrated on the passive form.
15.8 ANSWERS TO ACTIVITIES

1) i) Library automation,
   ii) Setting up of digital library

2) Do it yourself.

3) We have given some sample proposals. You could have your own list.
   i) Providing computer labs with internet facilities.
   ii) Starting clubs.
   iii) Starting new courses.
   iv) Opening a new branch of a bank.
   v) Providing crèches for children of employees.

4) Refer to section 15.5
   i) These types of telephones are produced by China.
   ii) Water is made from a mixture of hydrogen and oxygen.
   iii) My car was hit from the back.
   iv) Many manual workers are paid weekly by employers.
   v) Radium was discovered by Madam Curie.
   vi) The winner of the Nobel Prize in Physics and Chemistry were announced yesterday.
   vii) Most nuclear waste is stored underground.
   viii) If there is a vacancy, suitable in-house candidates are asked first to apply.
   ix) All the roads in the area have been cleared due to the movement of VIP.
   x) A new mayor was elected yesterday.

6) i) A new hospital is being built.
   ii) It will be finished by next December.
   iii) The old shopping complex has been knocked down.
   iv) A new modern one is going to be built soon.
   v) A new multiplex movie hall is being constructed.

15.9 ANSWERS TO SELF CHECK EXERCISES

1) Sentences 1-3 perform the function of describing the situation on M.G. Road.

2) Sentences 4 and 5 state the problem. Traffic on M.G. Road makes it impossible to cross the road during the day time and school children and college-goers are forced to make use of transportation even for a short distance.

3) The solution proposed is that of building three foot-over bridges at 1.5 km distance from each other.
4) The verb forms in sentences from 1-5 are stative verbs.

5) To ease

6) The modal verb ‘should’ is indicative of obligation.

7) The passive voice used in the sentence to put the onus on the authorities concerned.

8) The first sentence gives the information that a proposal has been submitted for setting up a departmental library in the Commerce Department of the M.G.L University.

9) The second sentence conveys the need for the departmental library. There are undergraduate students who have had their schooling through non-English medium. They want to acquire proper reading skills and have expressed a desire for focused training in English language skills.

10) They last two sentences justify the need for a departmental library. There is persuasion for the proposal to be implemented.

11) The information conveyed here consists of- the proposal made, to whom it is addressed and by whom the proposal is made.

12) The proposal is for acquiring space for a new library in the city of Trivandrum.

13) It is addressed to the Mayor of the city of Trivandrum.

14) It is proposed by the Director of the Heritage Library Committee.

15) This summary indicates the need for a new library in the city of Trivandrum in Kerala.

16) The summary advocates the need for a new library in Trivandrum. The growing population of avid readers is stated as the main reason. It also includes the suggestion for a suitable space for this library. It indicates how the cost of investment can be compensated for.

17) Yes, the reader will view the proposal favorably since the reason for setting up a library is valid.

18) This section acquaints the reader with the background which justifies the need for the new library.

19) The sentences describe how a space has been identified for the Heritage library and why it is a suitable space.

20) This section gives the rationale for setting up a new library in Trivandrum.

21) The connecting link between the rationale section and the proposal section is the need for a new library.

22) The link is needed because it gives a logical flow and cohesion to the proposal.

23) The proposal also mentions the need for shelves to be built for placing the books and DVDs as well as a need for tables and chairs for people to sit and read. It also indicates the plan to build a separate cubicle to accommodate a cyber zone on the first floor.
24) This section gives the reader an idea of the expenditure to be incurred.

25) This section is a concrete way of looking at the estimated budget involved in implementing the proposal. It shows the proposal to be economically viable.

26) This section highlights the benefits of the proposal.

27) The proposal is convincing as it deals in detail all the pros and cons involved in implementing the proposal.

28) The section concludes the proposal in a logical and convincing manner.

29) The section is needed because it persuades the reader to make a favourable decision at the earliest.

30) Executive Summary: paras 1, 2

   Statement of Problem: para 3

   Objectives: 5, 6

   Plan Proposal: 7

   Work Plan: 8, 9, 10

   Total Budget Estimates: 11

   Conclusion: 12

15.10 REFERENCES AND FURTHER READING


Forsyth, P. How to Be Better at Writing Reports and Proposals, Kogan Page Ltd., 2009, print.