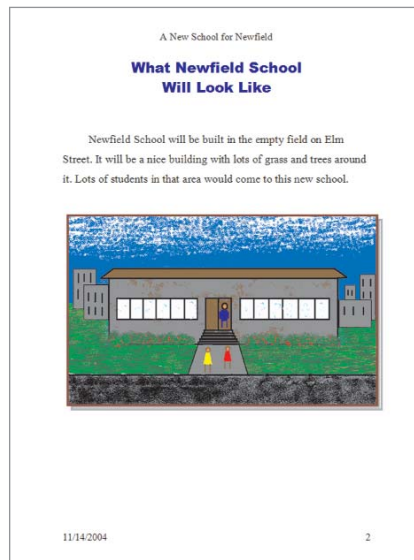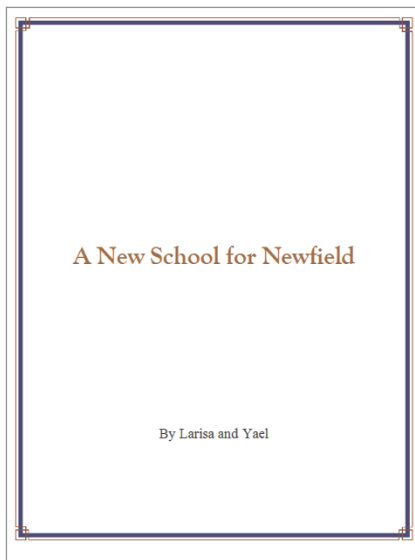# Proposal

So far, you have helped Ms. Kim design her building's floor plan, completed an illustration of what the building will look like, and put together a project management plan. But before anyone can actually start building, the people paying for the building need to review and approve the design and plan. One way to do this is to put together a *proposal.* What might the proposal say? What pictures might be included in the proposal?

✎ Plan It

Create a proposal that Ms. Kim can use to get the people paying for the building to approve the design and plan. Look at the following example:

Proposal Example Pages 1 and 2

Proposal Example Pages 3 and 4

Think about the following questions, and discuss your ideas with your partner. You might want to write your ideas on a sheet of paper or even draw small pictures of what each page might look like.

- Which of the projects that you have already finished for Ms. Kim would you like to include in the proposal? What could you write about each project?

- How might you organize the information on different pages?

- What could you do to make the proposal look professional?

Remember to use the rubric as a guide as you plan, do, review, and share.

For help on how to do certain skills, look at the following groups in the *Help Guide:*

- **Word Processing Group 4:** Making Paragraphs and Lines of Words Look Good

- **Word Processing Group 5:** Adding Pictures to Your Pages

- **Word Processing Group 6:** Designing Your Pages

- **Word Processing Group 10:** Using Preset and Advanced Features

Do It

1. Start the word processing software, and open a new, blank document.

2. Since the first page will be a title page, type a title in the center of the page. (**NOTE:** Do not make or use a text box for this. Instead, you will have to press the **Enter** key to move the cursor down to where you want it, and then change the paragraph alignment.) Change the look of the title.

3. Below the title, type "by" followed by your names. Change the look of the words.

4. To finish the title page, add a page border. Make sure you apply the border to the first page only. Then, change the border width and color.

5. Move the cursor below your names, and insert a page break.

6. This next page will have written information about what the building will look like and a picture of the building illustration you finished earlier. Type a subtitle at the top of the page, and change its look and alignment. Then, save the subtitle as a text style that you can use to quickly change the subtitles on the pages you will add later.

7. Below the subtitle, insert the saved picture file of the building illustration. Then, type a few sentences about what the building will look like. You might also want to explain where the building will be built and why it belongs in that location.

8. Change the way the words wrap around the picture, and change the picture's size and position on the page. You might also add a color border and a shadow effect to the picture.

9. Change the look of the text. In addition to changing the font and size, you might also want to change the line spacing, alignment, or indents. When you are done, save the text as a paragraph style that you can use to format the sentences that you will type on other pages later.

> **Challenge:** Sometimes, people give information about pictures by writing captions. Put a caption below the picture by typing a few words about it. Change the look and alignment of the caption as needed. When you are done, save the caption as a text style that you can use for captions you will add to the other pages later. (See the Proposal Challenge Example at the end of this section.)
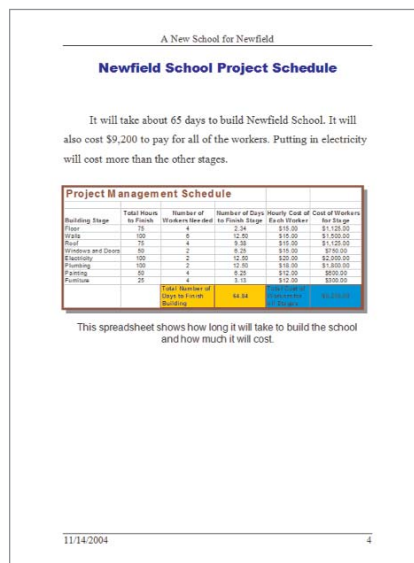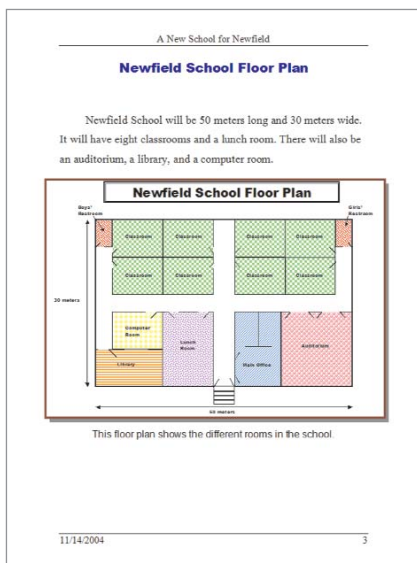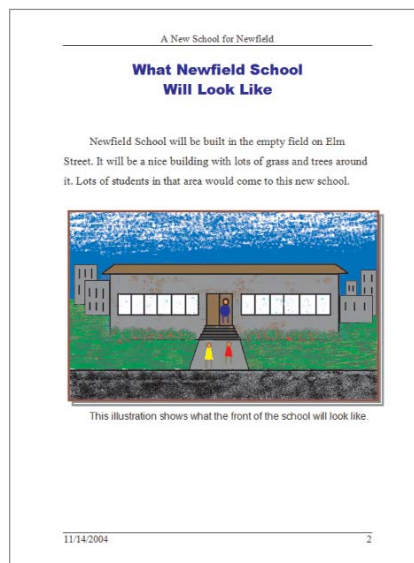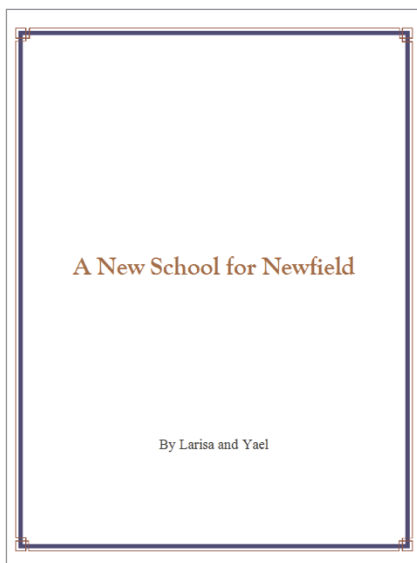
10. Insert a page break.

11. The new page will be about the building's floor plan. Type a subtitle on the page, and use the saved text style to format the text.

12. Below the subtitle, insert the floor plan file as an object. (See Word Processing Skill 10.7: To insert another document or presentation as an object.) Change the object's text wrapping, and resize and move the object as needed. You might also add a color border and a shadow effect to the picture.

13. Between the subtitle and the inserted floor plan, type a few sentences about the floor plan. You might want to look at and describe the inserted floor plan by writing about how many rooms the building will have, how long and wide it will be, and any other features. Then, use the saved paragraph text style to quickly format the information.

14. Make any final changes to the size and position of the floor plan, and add a border and shadow effect as you want. (**NOTE:** If borders and shadows are added to each shape in the floor plan, just fill the object with white or another color.) Then, insert a page break.

15. The next page will show the project management plan. Type a subtitle for the page, and use the saved text style to format the text.

16. Below the subtitle, insert the project management worksheet as an object. Change the object's text wrapping, and resize and move the object as needed.

17. Between the subtitle and the inserted worksheet, type a few sentences about the project management plan. You might want to write about how many days it will take to finish the building and how much it will cost to pay for all the workers. Also, consider writing about which stage will take the longest or cost the most. When you are done typing, use the saved paragraph text style to change the look of the information.

18. Make any final changes to the size and position of the worksheet, and if you want, add a border and shadow effect to both. (**NOTE:** If you see borders and shadows around the words and numbers in the worksheet and chart, just fill both with white or another color.)

19. Go back to the title page in your proposal, and change the document's setup so there are different headers and footers on the first page. (See Word Processing Skill 6.17: To set up a document with a different first page.) (**NOTE:** This skill may not be possible in every word processing software application. If your word processing software does not have this capability, simply skip this step.)

20. Go to the second page, and view the header. Type the proposal title in the header, and change its look and alignment. Then, go to the footer, and insert the date and the page number. Use the **Tab** key to add space between the date and the page number.

> **Challenge:** To help separate the header from the information below, add a border to the bottom edge. Then, add a border to the top edge of the date and page number. (See the Proposal Challenge Example at the end of this section.)

21. Run the spelling tool to make sure all your words are spelled correctly.

22. Save your work as directed.

A New School for Newfield

By Larisa and Yael

A New School for Newfield

What Newfield School Will Look Like

Newfield School will be built in the empty field on Elm Street. It will be a nice building with lots of grass and trees around it. Lots of students in that area would come to this new school.

This illustration shows what the front of the school will look like.

11/14/2004   2

A New School for Newfield

Newfield School Floor Plan

Newfield School will be 50 meters long and 30 meters wide. It will have eight classrooms and a lunch room. There will also be an auditorium, a library, and a computer room.

This floor plan shows the different rooms in the school.

11/14/2004   3

A New School for Newfield

Newfield School Project Schedule

It will take about 65 days to build Newfield School. It will also cost $9,200 to pay for all of the workers. Putting in electricity will cost more than the other stages.

This spreadsheet shows how long it will take to build the school and how much it will cost.

11/14/2004   4

Proposal Challenge Example

Review It

Look over your proposal. Make sure it has the following elements:

- Professional-looking title page with a title and a page border

- Second page with written information about what the building will look like and a picture of the building

- Third page with written information about the floor plan and the floor plan file inserted as an object

- Fourth page with written information about the project management plan and the worksheet inserted as an object

- Saved text titles that helped make all subtitles and paragraphs look the same

- Headers and footers on all pages except the title page

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions:

- What other types of multipage documents might people need to create? Which of the skills that you used today might be useful for each type?

- What was the most interesting skill you learned today? Why?

- What was the most challenging thing about completing this proposal? How did you manage to work your way through the challenge and finish the project?