



Writing Proposals

Welcome to the Writing Proposal Training.

Writing is an art that has helped people find and cement their voice throughout various points in history. Indeed, this is also true for writing proposals. With an even tighter grip on the English language, the capability to set the tone of one's written work, the ability to persuade on truthful terms, cultural sensitivity and knowledge of various jargon, professionals can convince even the most adamant of readers to accept and even endorse your cause and opinions. This is therefore a very important skill that can, as an additional bonus, be integrated into your own customised training course.

This training is for those who already are good proposal writers but wish to increase their effectiveness and writing skills to an advanced level. Learn how to increase readability and impact within your structure and proposal.

Course Overview

You will spend the first part of the session getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

This training will help teach participants how to:

- Define proposals and its writing process
- Identify the kinds of Proposals
- Prepare and develop an outline
- How to find facts
- Make their writing clear, complete, concise, and correct.
- Improve sentence construction and paragraph development.
- Learn editing and proofreading techniques
- Know the best typesetting tips

Defining Proposals

To begin, participants will learn what proposal is all about. They will also consider the proposal writing process and kinds of proposals.

Preparing an Outline

In this session, participants will learn a general format of a proposal and the special sections. They will also consider how to develop a framework and getting down to details.

Finding Facts

Next, participants will learn about identifying resources, using the Web as a resource, and organizing the information.

Writing Skills

Participants will learn working with words, constructing sentences, and persuasive writing. Participants will also learn about creating paragraphs, strong transitions, and how to construct conclusion.

Proofreading and Editing

This session will give participants some editing techniques, how to assess the facts, and how to proofread like a guru. We will also share the Power of Peer Review.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan. Visit <https://paramountraining.com.au> for more information or call 1300 810 725