

Proposal Writing

Course Overview

This course will introduce students to proposal writing, including understanding proposals, beginning the proposal writing process, preparing an outline, finding facts, writing skills, writing the proposal, checking for readability, proofreading and editing, and adding the final touches.

<u>Module 01 - Getting Started</u>	1m
Getting Started	
<u>Module 02 - Understanding Proposals</u>	6m
Understanding Proposals	
Case Study	
<u>Module 03 - Beginning the Proposal Writing Process</u>	4m
Beginning the Proposal Writing Process	
Case Study	
<u>Module 04 - Preparing An Outline</u>	6m
Preparing An Outline	
Case Study	
<u>Module 05 - Finding Facts</u>	3m
Finding Facts	
Case Study	
<u>Module 06 - Writing Skills (I)</u>	7m
Writing Skills (I)	
Case Study	
<u>Module 07 - Writing Skills (II)</u>	4m
Writing Skills (II)	
Case Study	
<u>Module 08 - Writing the Proposal</u>	8m
Writing the Proposal	
Case Study	
<u>Module 09 - Checking for Readability</u>	4m
Checking for Readability	
Case Study	

Module 10 - Proofreading and Editing

4m

Proofreading and Editing

Case Study

Module 11 - Adding the Final Touches

4m

Adding the Final Touches

Case Study

Total Duration: 50m