



Presenting a Proposal

LEARNING TO WRITE AND PRESENT A PROPOSAL

SETTING THE TASK

Each student or group has to write and present a proposal to convince and inspire their teacher to take the class on an educational class trip to Kelly Tarlton's. As part of their proposal, they will have to show how they will be involved in planning, implementation and follow-up of the visit.

EXPLORING THE CONCEPT AND SCOPE OF PROPOSALS

What do students think a proposal is? Help students understand that a proposal (in its simplest form) is the selling of an idea to someone and persuading them to support it. Who in this case are they trying to sell this idea to?

Did they know that when presenting a proposal, one of the most important things is to know what the person they are presenting it to likes, supports and believes in? Have students brainstorm ideas that could be in the proposal that they think would appeal to their teacher, eg

- stating what important things they could learn from a trip and why it is important to learn these things (Why are we doing this project?)
- outlining how they would go about learning these, before, during and after their trip (What and how will we be doing it?)

Spend time discussing the differences between a report and a proposal, eg

- a report is about writing of facts and a proposal is selling an idea
- a report has a brief introduction, a main body and a summary
- a proposal normally starts with a summary of the idea(s) it is selling then the main ideas are developed further
- a proposal should be a series of short points, not a detailed report.

PREPARING OUR PROPOSAL

What information do the students think is important to include in the proposal? List this. Where will they get this information? How will they find out what they will see and learn about at when at Kelly Tarlton's. Have groups spend time exploring Kelly Tarlton's website at: www.kellytarltons.co.nz What useful information does it provide that they can use in their proposal? Report findings back to the class.

Introduce students to the idea that to get the most out of a trip to Kelly Tarlton's, teachers like to: prepare their students for what they will see; find some facts about what they will see; prepare some questions to ask on the visit and plan some fun and educational activities based on the visit that will take place in the classroom afterwards to help students remember what they have found out. Discuss how this is often done in your classroom, eg drawing and painting, wall stories and displays, video/stills...

Do they think that mentioning that fact sheets, question sheets and follow-up activities will be prepared by students and groups if the proposal is agreed to would be a good selling point for their teacher?

Have students use the Education and Schools section of the Kelly Tarlton's site to find out the cost per student and the total cost of a class visit. Can students suggest any ways that money could be raised to add to the proposal?

Have students/groups prepare their teacher proposals. Prior to presenting their proposal, have students present it to other groups for comment and suggested improvements.

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