Proposal

Like a report — but about the future. Suggest a plan, justify it and persuade the reader to say yes.

Plantilla para escribir una proposal en el C1 Advanced: diferencia con el report, estructura, frases y modelo.

1 Where will you write it?

En qué examen aparece

A2	B1	B2	C1	C2
A2 Key	B1 Preliminary	B2 First	**C1 Advanced**	C2 Proficiency
Not in this exam	Not in this exam	Not in this exam	**220–260**	Not in this exam
			Part 2 · option	

The proposal only appears in C1 Advanced. Report = what is happening now · Proposal = what should happen next.

2 Know your reader

Lector, registro y objetivo

WHO READS IT?
A manager, a council, a school board or a committee.

REGISTER
Formal and persuasive. Clear headings, polite suggestions.

YOUR GOAL
Present a plan or idea and persuade the reader to accept it.

3 Structure

Estructura párrafo a párrafo

Title Título	A clear title. Optional: To / From / Subject.	
Introduction Introducción	Purpose of the proposal and the background.	**40** words
Suggestion 1 Sección 1	First idea + how it would work + benefits.	**70** words
Suggestion 2 Sección 2	Second idea + benefits (+ possible challenges).	**70** words
Conclusion Conclusión	Summarise and persuade: why the plan should go ahead.	**50** words

Word guide based on a C1 Advanced proposal (220–260 words). Adjust for your level.

4 Plan your time

Cómo repartir el tiempo

2–3 min	5 min	25–30 min	5 min
Read	**Plan**	**Write**	**Check**
Underline every point.	Paragraphs + key phrases.	Follow your plan.	Use the checklist.

One task at B2–C2 ≈ 40–45 minutes. B1 Preliminary ≈ 20 minutes per task: same four steps, shorter.

5 Useful language

Frases útiles por nivel

Function	B1 B2 Good	C1 C2 Even better
Purpose Objetivo	The aim of this proposal is to...	This proposal outlines... · The purpose of this document is to put forward...
Background Contexto	At the moment, ... · Many students feel that...	Currently, there is a clear need for... · It has become apparent that...
Suggesting Proponer	I suggest... · One idea would be to...	One possible solution would be... · It would be advisable to...
Benefits Beneficios	This would help... · The main benefit is...	This would have the added advantage of... · This would enable...
Persuading Persuadir	I hope you will agree...	I am confident that... · Implementing these measures would...

6 What the examiner checks

Los 4 criterios de corrección

Content
Contenido
Answer each part of the task: usually the problem, your suggestions and benefits.

Communicative Achievement
Registro y efecto
Persuasive but formal. The reader must feel your ideas are realistic.

Organisation
Organización
Headings, logical order, clear link between problem and solution.

Language
Lengua
Conditionals (would, could), formal suggestions, precise vocabulary.

B1 Preliminary to C2 Proficiency writing is marked on these four criteria, each out of 5.

7 Spanish speakers' traps

Errores típicos

✗ ~~I propose to change...~~
✓ **I propose changing... / that we change...**
propose + -ing / that

✗ ~~This will be very good.~~
✓ **This would bring significant benefits.**
would for proposals

✗ ~~The responsibles of the club...~~
✓ **The people in charge of the club...**
no "responsibles"

✗ ~~Actually the room is small.~~
✓ **Currently, the room is small.**
actually ≠ actualmente

✗ ~~It would be convenient to...~~
✓ **It would be advisable to...**
convenient = práctico

✗ ~~We could do a survey to know...~~
✓ **We could carry out a survey to find out...**
find out = averiguar

8 Level up a sentence

Sube de nivel

B1	We need new sofas.	Too direct.
B2	**I think we should** buy some new sofas.	Suggestion, but informal.
C1	**It would be advisable to** invest in more comfortable seating.	Formal suggestion.
C2	Investing in more comfortable seating **would go a long way towards** making the room more inviting.	-ing subject + persuasive idiom.

9 Model answer

Respuesta modelo · C1 Advanced

232 words

Task: Your college has money to improve the student common room. Write a proposal: what is wrong now, what should be done, and why.

Proposal: a new student common room

Introduction

1 The aim of this proposal is to put forward ideas for improving the student common room. Currently, the room is underused: it is dark, poorly furnished and closed in the evenings, so most students spend their free time elsewhere.

A quiet study area

2 One possible solution would be to divide the room into two zones. The area by the windows could become a quiet study space with desks and charging points. This would have the added advantage of reducing pressure on the library during exam periods, when it is often impossible to find a seat. Better lighting would also make a significant difference.

A social space

3 The rest of the room could be furnished with sofas and a small kitchen area. In a recent survey, over half of the students said they had nowhere to eat lunch, so a microwave and a water fountain would make a real difference. Evening opening, supervised by student volunteers, would enable part-time students to use the room too. It would also give those volunteers valuable experience.

Conclusion

4 I am confident that these changes would transform the common room into a space students actually want to use. Implementing these measures would not be costly, yet the benefits for student well-being and results could be considerable. I would therefore urge the college to approve the plan before the new academic year.

10 Before you hand it in

Revisa antes de entregar

- ☐ Clear title and headings.
- ☐ Each suggestion has a benefit.
- ☐ The tone is formal and persuasive.
- ☐ The conclusion persuades the reader.
- ☐ The purpose is in the first sentence.
- ☐ I used would / could for suggestions.
- ☐ I mentioned evidence (survey, numbers).
- ☐ I checked the word count (220–260).

11 Now you try

Ahora te toca a ti

C1 Your company wants to improve staff well-being. Write a proposal suggesting two initiatives and explaining how they would benefit employees.

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