

How to Write a Proposal Essay Planning Worksheet

Assignment and Focus

- Copy the task verb and central question

- Define the audience, purpose, and scope

- Write a working thesis or controlling insight

Structure

- List the major sections in logical order

- State the job of each section

- Identify required evidence, examples, or details

Quality Check

- The decision-maker can act

- Problem evidence is credible

- Costs and resources are addressed

- Objections and alternatives are considered

- Evaluation and decision rules are defined

Final Review

- Check internal links and citations

- Check headings, alt text, and mobile formatting

- Confirm the conclusion answers the opening question
