Memorandum Development #4: Proposal

Write a proposal in which you suggest a solution to a problem. Topics for the assignment could include a problem that you have worked on (and perhaps solved) at a job or a problem that has arisen at your workplace, perhaps involving a rule. Explain the problem and the solution. Show how the problem meets your established criteria or how it eliminates the causes of the problem. Explain cost and implementation. If necessary, describe the personnel who will carry out the proposal. Explain why you rejected other solutions. Use at least one visual aid in your text. Use an informal format. Use figure 2-16 pp. 112-115 to guide you. Your proposal should be at least 1-2 pages.