

# How to Write a Proposal for C1 Advanced (CAE)

By EnglishExam.eu Team | 3/5/2026

*Master the art of writing a proposal for the Cambridge C1 Advanced exam. Learn the structure, formal language, and key tips to score high marks.*

## WHAT IS A PROPOSAL IN THE C1 ADVANCED EXAM?

A proposal is a formal piece of writing usually written for a superior (like a boss or a college principal) or a peer group (like club members or colleagues). The main purpose of a proposal is to make suggestions or recommendations for future action. It is similar to a report, but while a report focuses on past events, a proposal focuses on the future.

## KEY FEATURES OF A GOOD PROPOSAL

- **Formal Register:** Use formal language. Avoid contractions (e.g., use "do not" instead of "don't") and slang.
- **Clear Structure with Headings:** Use headings for each section to make it easy to read.
- **Objectivity:** Maintain an objective tone. Use the passive voice to sound more professional.
- **Persuasion:** Your goal is to alleviate a problem or improve a situation. You need to convince the reader that your ideas are good.

## STRUCTURE OF A PROPOSAL

A typical proposal should have the following structure:

### 1. TITLE

A formal title stating what the proposal is about.

Example: Proposal for Improving the College Library Facilities

### 2. INTRODUCTION

State the purpose of the proposal. Use phrases like:

- The purpose of this proposal is to...
- This proposal outlines...
- The aim of this proposal is to suggest...

### 3. THE CURRENT SITUATION (PROBLEM)

Describe the current state of affairs. Explain what the issues are.

Example: Currently, the library lacks sufficient study space for students during exam periods.

### 4. SUGGESTIONS / RECOMMENDATIONS (SOLUTION)

This is the main part. Provide concrete suggestions.

- It is recommended that...
- I suggest that...
- Ideally, we should...

### 5. CONCLUSION

Briefly summarize your suggestions and modify the final call to action.

Example: If these recommendations are implemented, the student satisfaction ratings will likely increase significantly.

## USEFUL LANGUAGE FOR C1 PROPOSALS

Stating the Purpose:

- The principal aim of this proposal is to...
- This proposal is intended to...

Making Recommendations:

- It would be advisable to...
- I strongly recommend...
- It is proposed that...

Justifying Recommendations:

- This would result in...
- The benefit of this would be...
- This would clearly demonstrate...

## SAMPLE PROPOSAL QUESTION

You see this announcement on your college noticeboard: "The college is planning to improve its facilities for students. The Principal invites students to send a proposal outlining which facilities need improvement and why, and making suggestions for how the improvements could be carried out."

## EXAMPLE PROPOSAL

### PROPOSAL FOR IMPROVING STUDENT FACILITIES

#### INTRODUCTION

The aim of this proposal is to outline the current condition of student facilities at the college and suggest improvements that would benefit the student body.

#### CURRENT ISSUES

While the college provides excellent academic resources, the common areas for students are currently inadequate. The student cafeteria is often overcrowded during lunch hours, and there is a lack of quiet study areas outside the main library.

#### RECOMMENDATIONS

1. Expansion of the Cafeteria: It is suggested that the outdoor terrace be enclosed to create additional seating space. This would not only relieve congestion but also provide a pleasant environment for students to relax.
2. Creation of Study Pods: I recommend converting the unused storage rooms in Block B into small study

Pods. These could be booked by students for group work or private study.

## CONCLUSION

Implementation of these suggestions would significantly enhance the student experience on campus. I hope these recommendations will be considered for the upcoming budget allocation.

## FINAL TIPS

Remember to keep your headings clear and your language formal. Start practicing with past papers to get used to the format!

