Concept-Proposal Writing Workshop

Use the final structure to begin writing the paper. Reinforce definition, explication, and clarification only when they help make the project clearer.

Workshop output: a started draft with clear project parts and one revised sentence.

Mind Map > Structure > Draft > Revise

Today's workshop goal

Begin the actual concept-proposal paper. Use the mind map and final structure as guides. Do not try to make the draft long immediately. Make the idea clear first.

Quick Reinforcement: Three Tools for Clearer Writing

D Definition

Explain what an important word, issue, project label, or technical term means.

E Explication

Explain what the idea includes, how it works, and what the reader should imagine.

C Clarification

Explain what the project is and what it is not, especially when the idea sounds broad.

Weak explanation

The project is about helping students. This is too broad because the reader cannot see the exact problem, action, target users, or output.

Stronger explanation

The project is a short classroom information campaign that reminds Cookery students about handwashing, clean work areas, and proper storage before food preparation.

Workshop reminder

Use D if a part needs definition, E if a part needs explication, and C if a part needs clarification. Revise one unclear sentence before continuing the draft.

Final Structure of the Concept-Proposal Paper

Use this structure as the order of your draft. Each part should connect to the same project idea.

Part	What it should do	Question to answer
1. Title	Names the project clearly.	What is the project called?
2. Background or Problem	Explains the need or situation.	What problem does it answer?
3. Project Concept or Idea	Explains the action, output, or project.	What will you create, improve, organize, test, or present?
4. Purpose or Objectives	States the project aim.	What should the project help achieve?
5. Target Users or Beneficiaries	Names the people involved.	Who will use, join, follow, or benefit?
6. How the Project Will Work	Shows the simple process.	What steps will be done?
7. Expected Benefits	States the possible improvement.	What small benefit may happen?
8. Possible Evidence or Data	Prepares for later reporting.	What can be counted, asked, or observed?
9. Visual or Graphic Aid	Helps readers understand the project.	What diagram, sample layout, or chart can explain it?
10. Closing Statement	Ends with the value of the project.	Why is it worth trying?

Drafting priority for today

If time is limited, finish Parts 1 to 6 first: title, problem, project idea, purpose, target users, and process. The remaining parts may continue during ICL or worksheet time.

Scaffolded Drafting: First Half of the Paper

Write your actual draft on a separate sheet. Use the frames below only as guides. Change the words when needed.

Title Name the project, not only the topic.	A stronger title may include the action or target users. Example: Handwashing Reminder Card for Cookery Food Preparation.
Background or Problem Explain the need in 2-3 sentences.	This project responds to the need for _____. This is important because _____. The situation affects _____.
Project Concept or Idea Explain what the project is.	The project proposes _____. It will include _____ and will be used for _____.
Purpose or Objectives State the aim clearly.	This project aims to help _____ by _____.
Target Users or Beneficiaries Name the specific group.	The target users or beneficiaries are _____ because _____.
How the Project Will Work Show the simple process.	The project may be carried out by first _____, then _____, and finally _____.

D-E-C check for this page

D: What term needs definition? E: What idea needs more explanation? C: What part might be misunderstood and needs clarification?

Mini-Outline Before Drafting

Part	One short answer before writing
Problem	The problem or need is _____.
Idea	The project will create, improve, organize, test, or present _____.
Users	The project is for _____.
Purpose	The project aims to _____.
Process	The three basic steps are _____, _____, and _____.

Scaffolded Drafting: Second Half of the Paper

After the main idea is clear, complete the support parts of the concept-proposal paper.

Expected Benefits Use careful and realistic language.	This project may help _____. It may also support _____. It does not promise to _____.
Possible Evidence or Data Think ahead to the report.	If the project is tried, possible evidence may include _____. This evidence can show whether _____.
Visual or Graphic Aid Choose a visual that explains the idea.	The best visual aid for this project is _____ because it can show _____.
Closing Statement Return to the value of the project.	Overall, this project is worth trying because _____. It is realistic because _____.

Careful claim

Use may help, may support, can guide, or can provide when the result is possible but not yet proven.

Avoid exaggeration

Avoid promises such as will solve all problems, everyone will follow, or this will completely change the school.

One-sentence revision task

Choose one unclear sentence from your draft. Mark it D, E, or C. Then rewrite it so the project becomes more specific, explained, or clarified.

Evidence Options

If the project is about...	Possible evidence later
A reminder, poster, or campaign	Short feedback, number of users, before-and-after observation.
A product, label, or packaging	Checklist, product review notes, missing or present label details.
A process or service	Observation guide, waiting time, completed steps, user comments.
A classroom support material	Student feedback, completion count, clarity rating, teacher observation.

Workshop Checks Before Continuing

Use these checks before submitting the draft for teacher review or before continuing it during ICL time.

Check	Question	Ready if...
Alignment	Do the parts belong to one project idea?	Problem, idea, users, process, benefit, and evidence point to the same project.
Specificity	Is the project clear enough to imagine?	The draft names the actual action, output, or material.
Realistic scope	Can students actually do or test it?	The plan does not require impossible time, money, permission, or materials.
Persuasive direction	Who needs to be convinced later?	The draft names a group that should join, support, approve, or follow.
Reportable evidence	Can simple data be collected later?	The draft names something that can be counted, asked, observed, or checked.
Clarity	Does the draft use D, E, or C where needed?	Important terms are defined, ideas are explained, and limits are clarified.

Minimum workshop output

Before the session ends, each student should have a started draft with at least the title, background/problem, project concept, target users, and simple process.

Continuation task

Continue the concept-proposal paper using the final structure. Bring the draft to the next session for checking, improvement, and connection to the next output.

Quick Teacher or Peer Conference Questions

Ask	What a useful answer should show
What is my project really trying to do?	A clear action or output, not only a broad topic.
Who should follow or support it later?	A specific target group or participant group.
What part still sounds unclear?	A part that may need definition, explication, or clarification.
What data can I collect later?	Something simple that can be counted, asked, observed, or checked.