

Concept Paper

A Grade 10-Level Reading Material for Grade 12 EAPP

Focus: explaining a clear project idea, showing why it matters, and preparing it for later position paper and report writing.



Big idea

A concept paper explains an idea before it is fully done. In this class, the concept paper also works like a simple proposal. It explains the idea and shows that the idea can be carried out realistically.

Competency Focus

Learners should understand

- what a concept paper is
- why a project idea needs background
- how concept and proposal functions work together
- how each part connects to one idea

Learners should be able to write

- a clear project idea
- a realistic purpose and process
- specific beneficiaries
- possible evidence for later reporting

Simple class flow

Idea and Plan -> Persuade Others -> Use Data -> Report Findings. The concept paper belongs to the first part: Idea and Plan.

What Is a Concept Paper?

A concept paper is a short academic paper that explains an idea, project, program, or solution. It helps the writer think before acting.

Question	What the concept paper should answer
What is the idea?	Name the project or action clearly.
What need does it answer?	Explain the problem, situation, or gap.
Why does it matter?	Show why the issue affects learners, users, or the school.
Who will benefit?	Name the target users or beneficiaries.
How can it be done?	Describe a simple, realistic process.
What evidence can be used later?	Name data that can show whether the idea helped.

Concept paper

Introduces and explains an idea. It makes the idea understandable before it is used or developed.

Proposal

Asks for support, approval, participation, or action. It shows that the idea can be done.

Class version

In this class, the output combines both functions. It is a concept-proposal: it explains the idea and shows how the idea may be carried out.

Choosing a Workable Idea

A good idea is not just interesting. It must be small enough to explain and realistic enough for students to plan.

A good idea is

- specific
- useful
- realistic
- connected to a real need
- possible to explain
- possible to support with simple evidence later

Avoid ideas that are

- too broad
- too expensive
- too vague
- not connected to the problem
- based on blaming a person
- impossible within school limits

Too broad	More workable
Improve education.	Create a one-page guide that explains how Grade 12 learners can ask for academic or guidance support.
Stop bullying.	Design a short anti-bullying reporting guide for the classroom bulletin board.
Make students healthier.	Create a simple water-drinking reminder campaign for one class.
Help Cookery students.	Prepare a visual reminder for handwashing and clean work areas before food preparation.

Parts of the Concept Paper

A concept paper should be short but complete. The parts should connect like one clear chain.

Connection chain

Problem

Idea

Purpose

Users

Process

Benefit

Evidence

Part	Purpose
1. Title	Names the project clearly.
2. Background or problem	Explains the situation that makes the idea necessary.
3. Project concept or idea	Describes the actual project, material, program, or action.
4. Purpose or objectives	States what the project wants to achieve.
5. Target users or beneficiaries	Names who will use or benefit from the project.
6. How the project will work	Explains the simple steps or process.
7. Expected benefits	Explains the careful and realistic improvement expected.
8. Possible evidence or data	Names what can later show whether the project helped.
9. Visual or graphic aid	Shows the idea through a diagram, flowchart, table, or sample layout.
10. Closing statement	Reminds the reader why the project is worth considering.

Title and Background

Title

The title should name the project clearly. It should give the reader an idea of what the paper is about.

Background

The background explains the situation that makes the idea necessary. It answers what is happening, why it matters, and who is affected.

Weak title	Stronger title
Student Help Project	A Classroom Reporting Guide for Learner Safety Concerns
Food Safety	A Visual Handwashing Reminder for Cookery Learners
School Support	A Simple Guide for Asking Academic Help in Grade 12

Stronger background example

Some students may not know where to report bullying, harassment, or safety concerns. When reporting steps are unclear, students may stay silent or ask help too late. A simple classroom guide can help learners know the proper person or office to approach.

Why it works

The paragraph names the problem, explains why it matters, and points toward a possible project. It does not attack a person or make an exaggerated claim.

Concept, Purpose, and Beneficiaries

After the background, the paper must explain what the project is, what it aims to do, and who it is for.

Part	Question	Example
Project concept	What will be made, shared, or done?	A one-page classroom guide showing reporting steps for learner safety concerns.
Purpose	What does the project want to achieve?	It aims to help students know where to ask for help.
Target users	Who will use it?	Grade 12 students who need clear reporting information.
Beneficiaries	Who may benefit?	Students, advisers, and guidance staff may benefit from clearer communication.

Weak concept

This project is about safety.

Stronger concept

This project proposes a one-page classroom guide that shows the steps for reporting bullying, harassment, or safety concerns.

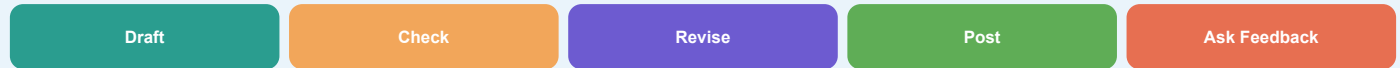
Purpose sentence

This project aims to help Grade 12 students understand where to ask for help when they experience or witness safety concerns.

Process and Expected Benefits

A concept-proposal should show that the idea can actually be done. The process should be simple. The expected benefit should be realistic.

Simple process example



Weak process or benefit	Stronger version
We will make the school safe.	First, the group will draft a guide. Next, the guide will be checked by the teacher or adviser. Then, the final version may be posted in the classroom.
This will completely stop bullying.	This may help students understand where to report concerns and may reduce confusion when they need help.
Everyone will follow the project.	The project may encourage learners to ask for help earlier because the steps are easier to see.

Careful words

Use may, can, could, help, support, reduce, improve, or encourage. These words avoid promising too much.

Overclaiming words

Avoid always, everyone, completely, all problems, and guaranteed. These words are usually too strong.

Possible Evidence and Visual Aid

The concept paper should look ahead. If the project is tried later, what information can show whether it helped?

Project purpose	Possible evidence or data
Improve awareness	Before-and-after awareness question, short feedback, number of students who understood the material.
Improve clarity	Student comments on what part was clear or unclear, checklist of missing details.
Improve process	Observation notes, number of errors, time needed before and after the guide.
Improve product or output	Checklist of product features, label completeness, user feedback.

Visual aid	Best used when...
Flowchart	the project has steps or a process.
Mind map	the project has parts connected to one central idea.
Timeline	the project has dates or stages.
Checklist model	the project checks if features or steps are present.
Sample layout	the project is a poster, guide, label, or information material.

Evidence rule

The evidence should match the purpose. If the project aims to improve awareness, collect evidence about awareness. If the project aims to improve clarity, collect evidence about clarity.

Definition, Explication, and Clarification

These writing tools help make the concept paper easier to understand.

Tool	Meaning	Example
Definition	Explains the meaning of an important word.	In this paper, a reporting guide refers to a short visual material that shows where students can bring school safety concerns.
Explication	Explains how the idea works or what it includes.	The guide will show the first person to approach, the type of concern, and the next possible step.
Clarification	Explains what the idea is and what it is not.	The project will not investigate cases. It will only help students understand where to ask for help.

Sample paragraph

This project proposes a one-page classroom reporting guide for learner safety concerns. The guide will explain where students can report bullying, harassment, or other safety-related problems. It will include the type of concern, the first person to approach, and the next step if the concern is not resolved. This project does not replace the role of teachers or guidance staff. Instead, it helps students understand the proper reporting path before a problem becomes worse.

Why the paragraph works

- It names the project.
- It explains the parts.
- It clarifies the limit.
- It connects to student safety.

What to avoid

- vague words
- unclear steps
- promises that are too big
- parts that do not match

Sample Concept Paper Snapshot

This is not a full paper. It shows how the parts may sound when they belong to one idea.

Part	Sample content
Title	A Classroom Reporting Guide for Learner Safety Concerns
Background	Some students may not know where to report bullying, harassment, or safety concerns. When the process is unclear, they may stay silent or ask help too late.
Concept	The project proposes a one-page classroom guide that explains the basic reporting steps.
Purpose	The project aims to help students understand where to ask for help when they experience or witness safety concerns.
Target users	The main users are Grade 12 students because they are expected to read and follow the guide.
Process	The guide will be drafted, checked by the teacher or adviser, revised, and posted in the classroom or shared during homeroom.
Expected benefit	The guide may reduce confusion and encourage students to ask for help earlier.
Possible evidence	Students may answer a short feedback form about whether the guide is clear and useful.
Visual aid	A flowchart can show the steps from concern to proper reporting.
Closing	The project is worth trying because it is simple, realistic, and connected to learner protection.

Useful Sentence Frames

Sentence frames help begin writing. Students should still replace the blanks with specific details from their own project.

Part	Frame
Background	This project responds to the need for _____. This is important because _____.
Concept	The project proposes _____. It will include _____.
Purpose	This project aims to help _____ by _____.
Beneficiaries	The target users are _____ because _____.
Process	The project may be carried out by first _____, then _____, and finally _____.
Expected benefit	This project may help _____. It may also support _____.
Possible evidence	If the project is tried, possible evidence may include _____. This can show whether _____.
Closing	Overall, this project is worth considering because _____.

Final reminder

A concept paper is not only an idea. It is an explained idea. The strongest concept paper is not the longest one; it is the one whose parts clearly fit together.

Connection to the next outputs

The concept paper explains the idea. The position paper later defends a stand related to an issue. The report later uses data to explain findings. These outputs should feel connected, even when the schedule is compressed.