

Writing

Time: 1 hour 15 minutes

Task

The library in your school is about to be expanded. Write **a proposal** to the planning committee suggesting some new service which the library could provide and explaining why it would be beneficial for the school and the students.

The proposal must contain:

- introduction
- description of the new service the library could provide
- practical information about what equipment and organizational arrangements are needed for the realization of the project
- explanation of its benefits for the school and the students
- conclusion.

Write **200-250** words. Provide the **title** and the **subheadings**.