
UNIT 10: Framework for Drafting Proposals

Structure

- 10.0 Objectives
- 10.1 Introduction
- 10.2 A Proposal
- 10.3 Need for Proposals
- 10.4 Features of a Proposal
- 10.5 Framework for Proposals
- 10.6 Grammar: The Passive Form (revision)
- 10.7 Let Us Sum Up
- 10.8 Answers

10.0 OBJECTIVES

After going through the unit, you should be able to

- ... understand why proposals are written
- ... identify the features of a proposal
- ... identify the parts of common kinds of proposals

10.1 INTRODUCTION

You have studied various forms of business correspondence. In this unit you will be exposed to the processes involved in writing proposals and reports.

Any activity or project undertaken in business organization needs to be formalized and documented. Before launching a project, all aspects involved in it will have to be visualized in order to arrive at the benefits that will accrue from it. This is documented in a proposal. If the proposal is viable, the project is undertaken. After the completion of the project, a report is submitted. The report will indicate the success of the project and whether the objectives stated in the proposal have been achieved or not. Reports become the basis for future proposals. Proposals and reports are thus integral to the functioning of any organization.

In the units in this block, these two genres will be examined in detail.

10.2 A PROPOSAL

A proposal indicates the direction of a future action. Any action begins with an idea. The idea develops into a plan of action. The plan needs to be elaborated upon. The prospects and consequences of the plan need to be visualized. If the plan shows promise of being executed, then it needs to be written down with the costs worked out. This document is called **a proposal**. The proposal is scrutinized by colleagues, superiors or authorities within an organization or by clients outside and approved or rejected based on its viability and financial implications.

Written proposals form the basis for projects undertaken by an institution, organization, or a business firm. They serve as blueprints for projects and sources of reference during and after the execution of projects.

Oral presentations of proposals are also made before a select audience, especially if the project is undertaken for an outside client.

A proposal can be in the form of a short letter or a long document with supporting graphics and visuals.

As proposals are projections into the future, 'modal verbs', that is, "will", "shall", "may", "can" are generally used along with the main verbs.

10.3 NEED FOR PROPOSALS

Let us begin with a short mental activity.

Activity 1

Imagine that you have a certain amount of money and you plan to buy a house. List the steps in planning that you would take:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Discussion

I have put down the following points. Match them with yours.

- 1 Why do I want to buy a house?
 [Being a tenant is troublesome. Rents are high. etc]
 [It is a good investment. I can let it out on rent]
 [I want to design the place I live in]

- 2 What kind of a house do I want? (apartment/ independent house)
 [Why do I choose to buy an apartment and not a house or
 Why do I choose to buy a house and not an apartment?]

- 3 Which locality do I want to buy the house in?
 [Why have I chosen that particular locality? Reasons]

- 4 How will I look for good places?
 [Look at advertisements? Advertise what I am looking for? Ask for
 advice]

- 5 What is my budget?
 [How much money do I have in hand? How much money can I get as loan
 from other sources?]

This is a mental blueprint. This will give you a direction in identifying the kind of house you wish to buy.

Let us extend this to various activities and projects that have to be undertaken by large institutions and firms. All the things that you do mentally for your personal purchase will have to be formally stated and documented. Your purchase is a private decision.

You might consult family and friends. An official proposal will have to be examined and approved by the executive authorities in the organization.

If certain problems are encountered in the proposal stage, ways to overcome them may be considered, or the proposal may be dropped because it is not viable.

This is why proposals are written down.

If a project is undertaken without a well-thought out proposal, it may get stuck mid-way and might entail loss of money.

Proposals, therefore, are the basis of undertakings.

Activity 2

List five activities for which proposals will be needed in any organization of your choice. (You can choose a school, a bank, a retail outlet, a sports club etc.)

.....
.....
.....

10.4 FEATURES OF A PROPOSAL

A proposal is made for something that does not exist or to add on to something that already exists. Creating, acquiring, or presenting something new, involves investment of effort and money. This investment has to be justified.

A proposal usually begins with a description of what exists. It then moves on to what is required. This has to be supported with reasons for investing. The benefit or profit of the venture is then stated with a view to obtaining approval of the proposal.

The functions that are in play in writing a proposal thus are:

Describing

Stating problem

Proposing solution

Providing reasons or justifying

Highlighting benefits

Persuading or urging action

Here is a short one-paragraph draft proposal for a public facility:

The traffic on the M.G. Road is very heavy from 7am to 10pm. Two schools and three colleges line the 5 km stretch of the road from Police quarters to the General Street Metro station. There is no pedestrian crossing anywhere in between. It is impossible to cross the road during the daytime. School children and college-goers are forced to go by vehicles or public transport even if the distance is within 1 km. Three foot-over bridges at 1.5 km distance from each other **should be built** to ease the problems faced by pedestrians.

Check your progress 1

- 1 What is the function performed in sentences 1- 3?
.....
.....
- 2 What do sentences 4 and 5 convey?
.....
.....
- 3 What is the solution proposed in sentence 6?
.....
.....
- 4 Notice the verb forms in sentences 1-5
.....
.....
- 5 Underline the verb phrase in sentence 6.
.....
.....
- 6 What is the notion indicated by the modal verb “should”?
.....
.....
- 7 Why has the passive voice been used in sentence 6?
.....
.....

The answers to these questions will give you an idea of how a proposal is presented. Refer back to the functions performed through proposals mentioned earlier in this section and match your answers with them.

Activity 3

You are the sports secretary of your institution or organization. Make notes for the proposal to be prepared for the provision of a table-tennis room on the premises.

.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Discussion

Did you include the following?

Background: Description of the organization and the nature of work done

Rationale: Recreational facilities required for better work performance
Representation in tournaments adds to image of the organization

Proposal: Identification of space on premises
Number of tables required
Specification of recreation timings

Costs:

Justification: Desire of staff
Other organizations have the facility
Need to encourage sports

Request for Action: Provision of a table-tennis room as soon as possible

Proposals are put up for various kinds of purposes: for starting institutions, building bridges, buying furniture, machinery etc.

To start a film club in a university, interested students may approach teachers or the Vice Chancellor and express their wish. A teacher may be asked to help the students in framing a proposal. The proposal is drafted.

- It states the objective.
- It talks of the number of students who are interested.
- It lists the activities that the club will perform.
- It states the requirements for setting up the club. It projects the funds that will be required.
- It urges action.

On a larger scale, proposals are submitted for the Five-year plans of the Government. The budget allocations are made on the basis of the proposals. They are called Plan Proposals

Language focus

Notice the contexts in which the word ‘proposal’ is used. You will then have an idea of what a proposal involves, in what contexts proposals are generally written and the kind of importance they have.

The proposal must be approved by the Commerce Department.

The Board approved a management proposal to increase the number of authorized dealers.

The proposal to rebuild the Bund came in the year 1998.

Under the proposal, the Company’s shareholders would receive 10% dividend

The company had access to inside information when it made its proposal to the Railway Board.

The company rejected the proposal and recalled its agent. He was asked to outline his proposal at the earliest possible time.

The Committee voted for Council's proposal to finance the long-awaited trade pact with the Government.

Notice the phrase 'proposal to ...'. *to + verb* is used to show intention or purpose. A proposal expresses an intention or purpose or plan.

A proposal is '**presented**' or '**put up**' for approval. A proposal can be '**outlined**'. A proposal is '**approved**' or '**rejected**'.

10.5 FRAMEWORK FOR PROPOSALS

In the previous sections we looked at the basic features of proposals. In this section, we will examine certain common kinds of proposals for facilities within an organization/institution.

A proposal has a framework which can be expanded. It may run into several pages. If it is a detailed proposal, it begins with an executive summary. This summary must be carefully written in order to impress the reader at the first instance. The executive summary condenses the content of the proposal and states the objective clearly.

In the following section, each part of a proposal will be examined. The questions that follow each proposal are learning questions that will enable you to understand the process of writing proposals better.

Sample Executive Summary:

This proposal is submitted for the setting up of a digital language laboratory for the English Department of the O.N.L.V. University. Most undergraduate students are in need of acquiring proper pronunciation and have expressed a desire for focused training in pronunciation as they have had their schooling through non-English medium. Digital laboratories are used for many science courses but now all students are quite adept at using computers. Hence helping them improve their English pronunciation through the technology medium with which they are already comfortable will be a welcome step. Several software packages are readily available and could be installed to make learning possible through Self-Access.

Check your progress 2

- 1 What is stated in the first sentence?
.....
.....
- 2 What does the second sentence convey?
.....
.....
.....

3 What function do the last three sentences perform?

Basic features of proposals

.....
.....
.....

Let us look at a sample proposal presented within an organization:

TITLE PAGE

**Proposal for Acquiring Additional Floor Space
for KIDS' WORLD, Vishakhapatnam Branch**

*Submitted to the General Manager
KIDS' WORLD*

*By the Regional Manager, Visakhapatnam
12 September*

Check your progress 3

1 What information does this page give you?

.....
.....

2 What is being proposed?

.....
.....

3 To whom is it addressed?

.....
.....

4 By whom is it proposed?

.....
.....

EXECUTIVE SUMMARY

It is proposed that the floor space of KIDS' WORLD, Vishakhapatnam be increased in view of the tremendous increase in the volume of sales over the past three years. The first floor of the present premises has been identified as suitable for the purpose. The cost of investment for the lease can easily be compensated for by the returns on it by way of increased sales.

Check your progress 4

1 What does the summary indicate?

.....
.....

2 What are the essential points it highlights?

.....
.....

3 Will the reader view the proposal favourably on reading the summary?

.....
.....

BACKGROUND

Kids' World, Vishakhapatnam has been doing brisk business since its inception in the year 2005. It is located in the main shopping area of the city. Its central location has been a reason for the growing business. The concept of a retail outlet exclusively for children is fairly new to this city and there are very few shops here that offer such a wide range of toys including educational CDs, DVDs and storybooks. The shop also stocks all ancillary items for school-going children, including stationery, shoes, gift items etc. The demand from the clientele for a variety of other items is so great that the present floor space of 2000 sq. feet is just about adequate for stocking and display.

Check your progress 5

1 What does this section tell you?

.....

2 What do the first four sentences do?

.....

3 What does the last sentence imply?

.....

4 Is there a shift in the function?

.....

Check your progress 6

1 What is the purpose of this section?

.....
.....

2 What are the conditions described?

.....
.....
.....

3 What will the writer ask for next?

.....
.....
.....

PROPOSAL

In view of the above-mentioned factors, more floor space is required for the retail outlet here. Since the location has been very favourable for sales growth, it is advisable to retain the present premises and add on to it.

The 2000 sq. ft space on the first floor of the premises will be ideal for the expansion. This space has been recently vacated and advertised for letting out on lease. This arrangement will help us display our goods more attractively and also stock more quantities. Children will also have more moving space and can spend more time in the showroom.

A staircase needs to be built from within our shop at the front end so that the entrance will be the same for both the floors. Special permission from the owner has to be sought for this.

The Hyderabad unit had made a similar arrangement and it has proved to be very successful.

Check your progress 7

- 1 What is the connecting link between the rationale section and the proposal section?

.....
.....

- 2 Is the link needed? Why?

.....

- 3 What new information is presented in the Proposal section?

.....

- 4 What supporting statement is added to press the proposal

.....
.....

ESTIMATED BUDGET

Lease amount for a two-year period:	Rs.30,00000
Cost of renovation and setting up display shelves, boards:	Rs. 1,00000
Capital investment in items for sale:	Rs. 10,00000
Salaries for 5 sales staff:	Rs. 5,00000
Salaries for 2 cleaning staff:	Rs. 1,00000
Maintenance costs:	Rs. 1,00000
Transport:	Rs. 1,00000

Miscellaneous: Rs. 1,00000

Total Rs. 50,00000

Estimated Returns on Sales Rs.1,000000

Check your progress 8

1 Why is this section needed?

.....

2 What does it tell you at a glance?

.....

BENEFITS

- ❖ Increased visibility
- ❖ Increased volume growth in sales
- ❖ Customer needs fulfillment
- ❖ Increased popularity among children
- ❖ Brand Image enhancement
- ❖ Increased profit margin

Check your progress 9

1 What does this section highlight?

.....

2 Is the proposal convincing?

.....

CONCLUSION

It may be seen from the facts and figures presented above that this is a viable proposal that will yield good returns. There are many competitors bidding for this space. An early decision on this proposal will prove worthwhile.

The proposal is submitted for approval.

Signed
Regional Manager

Check your progress 10

1 What is the function of the above section?

.....

2 Why is it needed?

.....

Check your progress 11

Reproduced below is a proposal presented as one chunk. Section it and write suitable headings for each section using the table of contents given below.

Proposal for setting up a 24 x 7 café on the campus submitted to the Vice Chancellor, XYZUniversity, by Pankaj Mongia, President XYZ Participants' Association

Executive Summary

Statement of Problem

Objectives

Plan Proposal

Work Plan

Total Budget Estimates

Conclusion

Economic, technological, informational, demographic and political forces have changed the way people live and work. These changes and the rate of change will continue to accelerate. Educational institutions like businesses, communities and families, must adapt to changing conditions to thrive. These institutions are struggling hard to keep pace with the astonishing rate of change in students' lives outside these institutions. Students will spend their adult lives in a multitasking, multifaceted, technology driven, diverse, vibrant world and they must come equipped to do so. [1]

Our institute strives to provide every student a rich experience as far as academics is concerned. Entertainment and recreation of the students, however, have not been duly taken care of. There is a need to provide the students with a truly global experience so that they don't become misfits but work for its betterment and development. The proposal for a **24 x 7 café** is an endeavor of XYZ Participant Association to bridge the gap between academics and entertainment. [2]

XYZ attracts students from all over the country and across the globe. Some of these students come from metros while others are from small towns. They have different backgrounds and different identities. However they never get to meet each other, know each other better, and share ideas, thoughts and opinions simply because there is no place where they can meet and interact. The students make small groups and spend most of their time in these groups without bothering to introduce themselves to the members of the other groups. They go out, eat out and enjoy only in their own groups. Recently some students had a bitter experience when they had to go out at night in search of food at an unearthly hour. [3]

Following are the objectives of this proposal:

- ... To ensure that the students get a global experience on the campus round the clock
- ... To provide the students with a place where they can refresh themselves for the next day's work
- ... To provide round the clock facilities to the students
- ... To blend academics with entertainment [4]

The 21st century student is not bound by the limits of time. He/she is a 24 x 7 student. The XYZ Participants' Association has come up with the proposal to set up a 24 x 7 café which takes care of all the needs of the 21st century students and provides them with a truly global experience on the campus round the clock. [5]

The 24 x 7 café will have:

- ... a **cyber café** with at least 30 computers with internet access to provide the students with high speed internet access to explore the world wide web.
- ... a **cafeteria** which will provide the students with fresh snacks, mini-meals, fresh fruit juices, etc.
- ... a **small library** where the students can access books, newspapers and journals.
- ... a **reading room** which will allow the students to sit and read books.
- ... a **tête-à-tête hall** where the students can sit and discuss the issues that concern them.
- ... a **TV room** where the students can watch TV
- ... a **music room** with headphones and juke box where the students can listen to music.
- ... a **sports corner** where the students can play games like carom, table tennis, badminton etc and work out in the gym. [6]

The entire plan will be carried out by two sub-committees- one responsible for procuring equipment for the café and appointing personnel; and the other one responsible for selecting the site for construction, inviting tenders and supervising the construction of the café. [7]

The plan will be carried out in two phases: In the first phase, three best sites for the construction of the site will be selected, the feasibility report will be prepared and tenders will be invited. [8]

In the second phase, when the construction would have begun, the equipment will be procured for the café and personnel will be appointed. [9]

1 Budget for Salaries/Wages

Personnel required

Place	Manager/Instructor	Attendant
Cyber Café	1	1
Cafeteria	1	2
Gym	1	-
Library	1	1
General	-	2

Monthly Emoluments (per person-per month in Rs.)

Place	Manager/Instructor	Attendant
Cyber Café	5000	2500
Cafeteria	4500	2500
Gym	5500	-
Library	5000	2000
General	-	2000

Budget for Equipment (in Rs.)

Basic features
of proposals

Air Conditioners	Furniture (for reading room, discussion hall, TV and Music room)	Equipment for Gym	Sports Accessories (for Health Club)	Electronic Equipment (for TV & Music Room)	Cafeteria (kitchen appliances including automatic soft drink vending machines)	Cyber Cafe
20,000	30,000	15,000	10,000	25,000	20,000	100000

2 Budget for Construction Related Expenditure (in Rs.)

Soft Material including electronic equipment etc.	10,00,00
Hard Material including cement, bricks etc	70,00,00

[10]

The aim of education in the modern world is not just limited to academics but going beyond it. It aims at overall personality development of the students. The educational institutions should provide the students with every possible opportunity to grow as a professional as well as a person. The 24 x 7 café is essentially global in nature and strives at the fusion of academics and entertainment. It also aims at providing the students a truly rich and global experience. There is a great need to have such multi-utility cafes on the campus to ensure that the students have all the facilities within easy reach and get them round the clock. [11]

That was a proposal written by a student representative of an educational institution. It gives you an idea of what elements need to be included in a proposal and an overall structure of a proposal that is sent to authorities within an organization.

10.6 GRAMMAR: THE PASSIVE FORM (REVISION)

Read the following sentences from the reading passage:

- 1 The proposal **is scrutinized** by authorities within the organization.
- 2 Oral presentations of proposals **are** also **made** before a select audience.

The underlined sentences are in the passive voice.

The passive voice is formed by using the verb *be* and the past participle. (e.g. bought, used, etc.) Examples:

Advanced degrees (Ph.D.) **are listed** on business cards...
Status **is determined** by age, university degrees and profession.

We use the passive in the following situations:

- We often use the passive to focus on something that happens to someone, when we do not want to focus on the person who does the action.

Example: Over 30% of Indians **are employed** in the agricultural sector.

- The passive is often used to talk about systems and processes. Example:
The USis **characterized** by a ‘scientific’ approach to business. Every aspect of commercial life **is studied** and **analyzed**.
- The passive is often used in business correspondence because it is less personal than the active voice. Example:
Thank you for your letter which **was received** at this branch today.
- The present perfect passive is often used when we are describing changes that have taken place. Example:
Globalization **has brought** the world closer together and helped to reduce cultural diversity.
- To downplay the action or when you don’t want to fix blame when something goes wrong. Example:
The sales targets **were not met**.

How to form the passive with other tenses:

- **Present Continuous Passive**
Example: I **am being asked** to work every weekend.
- **Past Continuous Passive**
Example: We only noticed the mistakes when the book **was being published**.
- **Present Perfect Passive**
Example: Various models **have been used** to explain this concept.
- **Past Perfect Passive:**
Example: They emailed us to say that the shipment **had been delayed**.

The passive forms of the verb in different tenses would look as follows:

Tense	Simple	Continuous	Perfect
Present	Is / am / are + past participle	Is / am / are + being+past participle	Has/have+ been +part participle
Past	Was / were + past participle	Was/were + being + past participle	Had + been + past participle
Future	Will/ shall + be + past participle	-	-

Activity 4

- 1 Change the following sentences into the passive voice. Omit the doer where it is necessary.
 - i China produces these types of telephones
.....
 - ii We make water from a mixture of hydrogen and oxygen.

-
iii Someone hit my car from the back.
.....
 - iv Employers pay many manual workers weekly.
.....
 - v Madam Curie discovered Radium.
.....
 - vi They announced the winners of the Nobel Prizes in Physics and Chemistry yesterday.
.....
 - vii Countries store most nuclear waste underground.
.....
 - viii If there is a vacancy, we first ask suitable in-house candidates to apply.
.....
 - ix They have cleared all the roads in this area due to VIP movement.
.....
 - x They elected a new mayor yesterday.
- 2 Rampur as a small city has changed a lot in the last 10 years. Rewrite the sentences below about Rampur using the passive form. The first one is done for you.
- i They built a new stadium. A new stadium was built.
 - ii They are building a new hospital.
.....
 - iii They will finish it by next December.
.....
 - iv They have knocked down the old shopping complex.
.....
 - v They are going to build a new modern one soon.
.....
 - vi They are constructing a new multiplex movie hall.
.....

10.7 LET US SUM UP

In this unit we have examined the need for writing a proposal, the features of proposals and the framework of proposals. The language functions used are: describing, justifying and persuading. In the grammar section, we concentrated on the passive form.

10.8 ANSWERS

Activity 2

We have given some sample proposals. You could have your own list.

- i Providing computer labs with internet facilities.
- ii Starting clubs.
- iii Starting new courses.
- iv Opening a new branch of a bank.
- v Providing crèches for children of employees.

Check your progress 1

- 1 Sentences 1-3 perform the function of describing the situation on M.G. Road.
- 2 Sentences 4 and 5 state the problem. Traffic on M.G. Road makes it impossible to cross the road during the day time and school children and college-goers are forced to make use of transportation even for a short distance.
- 3 The solution proposed is that of building three foot-over bridges at 1.5 km distance from each other.
- 4 The verb forms in sentences from 1-5 are stative verbs.
- 5 To ease
- 6 The modal verb 'should' is indicative of obligation.
- 7 The passive voice used in the sentence to put the onus on the authorities concerned.

Check your progress 2

- 1 The first sentence states the proposal for setting up of a digital language laboratory for the English Department of O.N.L.V. University.
- 2 The second sentence states the need and desire of the students in acquiring proper pronunciation in English.
- 3 The last three sentences provide the reasons for having a language laboratory and highlight the benefits the students would accrue if they have access to such a language laboratory. There is persuasion for the proposal to be implemented.

Check your progress 3

- 1 The information conveyed here consists of- the proposal made, to whom it is addressed and by whom the proposal is made.
- 2 The proposal is for acquiring additional floor space for KID'S WORLD, Vishakhapatnam.
- 3 The proposal is addressed to the general Manager of KID'S WORLD.
- 4 It is proposed by the Regional Manager, Vishakhapatnam.

Check your progress 4

- 1 The section states the proposal for increasing the floor space of KID'S WORLD. The solution to the problem has also been identified along with the economical feasibility of the proposal.
- 2 It highlights the benefits of already having identified suitable space for the expansion and the economical sense behind the proposal.

- 3 The reader by all means would view the proposal in a favourable light.

Check your progress 5

- 1 This section acquaints the reader with the present situation at KID'S WORLD.
- 2 The first four sentences impress upon the reader the success of KID'S WORLD. The shop is located strategically and has done well with the novel concept of exclusive children's retail outlet.
- 3 The floor space of 2000 sq. feet gets used up for stocking and display of items leaving the shop with no extra room.
- 4 With the last line there is a shift from description to the statement of the problem, that of lack of space.

Check your progress 6

- 1 The purpose of this section is to state the problem of scarcity of space in the outlet.
- 2 Due to the shortage of space in the outlet, they are forced to stock reserve stocks in a warehouse which is 20 km away from the city. As the average sales per day is very high, the stock gets used up fast leading to a short supply of items in demand. This forces them to make their customers wait for a day or two until the stocks are replenished. Customers would prefer to shop at one place so there is a need to expand the range of products in order to cater to all the needs associated with children.
- 3 Next the writer would ask for more floor area to overcome all the shortcomings mentioned in the previous lines.

Check your progress 7

- 1 The connecting link between the rationale section and the proposal section is the need for increasing the floor area.
- 2 The link is needed because it gives a logical flow and cohesion to the proposal.
- 3 The proposal also mentions the need for a staircase to be built from within the shop at the front end so that the entrance will be the same for both the floors.
- 4 The proposal is supported by stating how a similar arrangement had been successfully made by the Hyderabad unit.

Check your progress 8

- 1 This section gives the reader an idea of the expenditure to be incurred.
- 2 This section is a concrete way of looking at the estimated budget involved in implementing the proposal. It shows the proposal to be economically viable.

Check your progress 9

- 1 This section highlights the benefits of the proposal.
- 2 The proposal is convincing as it deals in detail all the pros and cons involved in implementing the proposal.

Check your progress 10

- 1 The section concludes the proposal in a logical and convincing manner.
- 2 The section is needed because it persuades the reader to make a favourable decision at the earliest.

Check your progress 11

Executive Summary:	paras 1, 2
Statement of Problem:	para 3
Objectives:	5,6
Plan Proposal:	7
Work Plan:	8,9,10
Total Budget Estimates:	11
Conclusion:	12

Activity 4

- 1
 - i These types of telephones are produced by China.
 - ii Water is made from a mixture of hydrogen and oxygen.
 - iii My car was hit from the back.
 - iv Many manual workers are paid weekly by employers.
 - v Radium was discovered by Madam Curie.
 - vi The winner of the Nobel Prize in Physics and Chemistry were announced yesterday.
 - vii Most nuclear waste is stored underground.
 - viii If there is a vacancy, suitable in-house candidates are asked first to apply.
 - ix All the roads in the area have been cleared due to the movement of VIP.
 - x A new mayor was elected yesterday.

- 2
 - ii A new hospital is being built.
 - iii It will be finished by next December.
 - iv The old shopping complex has been knocked down.
 - v A new modern one is going to be built soon.
 - vi A new multiplex movie hall is being constructed.