Checklist for Proposal Writers

Before you submit your proposal, please review it using this handy checklist. You might also want to find a sympathetic reader who will verify that you have completed all the items. If you have any questions about the proposal submission process, please contact TESOL Conference Services.

✔ Did you specifically highlight (1) the importance and (2) the potential contribution of your session?

   If someone read your session description and said, “So what?,” how would you respond? Why is your session important? What makes it worthwhile? What contributions does it make to the literature, theory, and/or practice of English language teaching and learning?

✔ Does your session match the session type and interest section or strand audience? Did you clearly identify the objectives and outcomes?

   Does your submission clearly reflect the content of your session? Is the scope of your session appropriate give the time allotted? Who is the audience for your session? What sort of theoretical or practical benefits will the audience take away?

✔ Does your proposal refer explicitly to relevant theory, research, and/or practice?

   Your session should clearly show its theoretical/practical background and its connection to existing literature on your topic. You can use citations as well as references to terminology, ideas, and/or debates that show your knowledge of current discussions.

✔ Does your proposal indicate enough evidence to support practices, conclusions, and/or recommendations?

   You need to provide enough details to support your claims. Did you show a clear link between what you claim(s) you intend to make in your session and how you plan to support it?

✔ Is your proposal well written in terms of writing style, content, and scope?

   Did you answer “yes” to all of the questions in this checklist? If not, did you make the necessary changes? Did you provide clear links between the ideas presented? Have you proofread your proposal? Does the version you are submitting reflect the quality of your session? Did you double-check the word count?