Memo

To: Professor Smith, Department Chair

From: Professor Higgins

Date: November 5, 2012

Subject: Presentation for Choosing a Major

**Intro**

The purpose of proposal is to discuss topics from graduation rates, internship opportunities, and other topics that would attract students to the major.

**Body**

This presentation will be approximately [how long].

Graduates rates for Accounting majors [be specific]

Why is the presentation necessary using specific information from the introduction.

**Conclusion**

The benefits of this presentation is that students can meet the some of the professors in the department and that they can get their questions answered to make their decisions on what major they want to choose. The only special technology or room needed is a large smart room.

There will be refreshments served at the end of the presentation.

**Anticipated Results**

It is anticipated that more students will become accounting majors.

**Budget**

The budget, which will cover refreshments, handouts, and [list other items] will be minimal. A table below shows the overall costs of the presentation.