

MEMORANDUM

To: Dr. Erika Paterson, ENGL 301 Instructor
From: Anushka Nair, ENGL 301 Student
Date: June 22, 2022
Subject: Summary of Formal Report Proposal

I have posted my formal report proposal as detailed under Lesson 2:1 on my team's forum. Please find a brief summary of the proposal below:

- A brief introduction to the current state of public libraries in Singapore
- A summary of the issues that the public libraries are facing due to reduced visitorship
- A proposed solution to create an omnichannel learning marketplace platform
- Areas of inquiries that will aid with the proposed solution by determining its feasibility
- Primary data sources will include surveys and interviews with community members and employees of the NLB
- My qualifications and how they help with the compilation of the report

I have attached the formal report proposal with this memo. Please let me know if you require any further information. I look forward to hearing from you.

Thanks.

Enclosure: Proposal