

NAME:

Persuasive Letter Planning

Issue / Topic	
Argument	Evidence / Examples
Call to Action	



NAME:

Persuasive Letter Structure

THESIS

Issue Statement:

Preview:

ARGUMENT 1

Point:

Elaborate:

Example/Evidence:

Link:



NAME:

Persuasive Letter Structure

ARGUMENT 2

Point:

Elaborate:

Example/Evidence:

Link:

ARGUMENT 3 (OPTIONAL)

Point:

Elaborate:

Example/Evidence:

Link:



NAME:

Persuasive Letter Structure

CONCLUSION

Call to Action:

Summary:

Final Comment:



NAME:

Editing Checklist – Persuasive Letter

GENERAL

	GUIDELINES	COMPLETE
PUNCTUATION	I have a full stop, exclamation mark or question mark at the end of every sentence.	
	I have started every sentence with a capital letter.	
	I have used capital letters for proper nouns (eg. names of people and places).	
	I have not used any unnecessary capital letters.	
	I have used commas where appropriate.	
	Any dialogue/speech is punctuated correctly.	
SPELLING	I have carefully checked the spelling of all words (make sure not to rely on spellcheck!)	
GRAMMAR	I have read my work aloud to ensure that all my sentences make sense.	
	I have checked for common mistakes in words (there/their/they're, affect/effect, its/it's, your/you're etc.)	
FORMATTING	My work is appropriately formatted according to my school's guidelines (things to consider include line spacing, font type, font size, indentations)	

LETTER

	GUIDELINES	COMPLETE
STRUCTURE	My letter is appropriately addressed to the intended recipient.	
	My thesis clearly states the issue I am addressing and I have previewed my main arguments.	
	I have supported each of my arguments with sufficient evidence/examples.	
	My conclusion includes a call to action and a summary of my arguments.	
	I have used text connectives to link my ideas (eg. Therefore, however, firstly etc.)	
LANGUAGE FEATURES	I have used emotive language effectively.	
	I have used powerful adjectives.	
	I have used repetition to reinforce my point.	
	I have used rhetorical questions.	
	I have used high modality words to strengthen my argument.	
	I have used inclusive personal pronouns (eg. We, us)	