

Persuasive Argument Letter Assignment

Purpose:

- To learn more advanced techniques with a word processor.

To Do:

- You will be writing a letter to Mr. VanDyke trying to persuade Mr. VanDyke to change a rule or common practice at our school.

Content Requirements:

- You must have a minimum of 4 paragraphs with 4-5 complete sentences per paragraph.

Paragraph 1: INTRODUCTION

- Your name
- Your grade
- Your current teachers and/or classes
- Make known your reason for writing this letter. (Why are you writing this letter?)

Paragraph 2: POINT OF ISSUE

- One rule you would like to see changed. This is more specific than the introduction.
- 2 - 3 Reasons why it should change change.

Paragraph 3: SUGGESTED CHANGE

- 2-3 suggestions for how the rule could be changed.
- Suggest how any punishment could or should be carried out if applicable.
- Benefits of your suggested change.

Paragraph 4: CONCLUSION AND SALUTATION

- Make sure to thank him for his attention and consideration of the matter.
- General good tidings (i.e. "hope you have a great day").
- Signature

Technical Requirements

- 1.5 line spacing
- 13 point font (be sure to change the font from Helvetica)
- 2 graphics from the internet.
- Text wrap your pictures.
- Change pictures to a size that best fits your document (approximately 2-3 inches tall/wide).
- 4-5 font style changes
- Add a header that contains a title or simply your name
- **SPELLCHECK!!!**