**THE HOW TO GUIDE FOR PERSUASIVE WRITING IN CONTEXT**

The following is a step by step guide to persuasive writing in context and will help improve your writing craft.

**Step 1**: Read and highlight the question you have been given.

**Step 2**: Identify the two opposing sides of the question.

Position 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3**: Create a T Chart where you identify arguments on each side of the question. You will get information for this chart from the sources given as well as your own background knowledge and experience.

|  |  |
| --- | --- |
| Position 1: | Position 2: |
|  |  |

**Step 4**: Review the chart and select the argument in which you have the strongest arguments. Highlight this side of the box. Write your position as a thesis statement.

|  |
| --- |
| Thesis Statement:  I believe |

**Step 5**: Now you are ready to begin writing. Notice how many steps there were before you could start writing.

**A. Begin your written response with a salutation such as Dear**

Write sample salutation in the box below:

|  |
| --- |
| Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  To whom it may concern, |

**B: Compose your opening paragraph.**  This paragraph should include:

* Background information – who are you? What organization or school are you with?
* Purpose – why are you writing this letter?

|  |
| --- |
| Write your sample opening paragraph here: |

**C. The second paragraph should provide the details of your proposal or opinion**. In this section try not to just copy and/or repeat the information you have been given in the exam booklet. The examiners are looking for original information.

|  |
| --- |
| Write your sample second paragraph here:  One reason I believe \_\_\_\_\_\_\_\_\_\_ is because …..  Equally important…  Another reason is …… |

**D. Identify the opposing arguments**. Identify one reason someone may hold the opposing position on the topic. After you have given an opposing argument be sure to counter it with an argument on your side of the issue.

|  |
| --- |
| Write your sample paragraph here:  Some people would argue that …….. They feel this way because…..  Despite that fact, …… (your counter argument) |

**E. Write the final paragraph that is a good will statement to the person you are writing to**. In this paragraph:

* thank the person for their time and reviewing your arguments
* provide contact information if they would like to discuss the matter further

|  |
| --- |
| Write your sample paragraph here: |

**F. Next you need to use a complimentary closing such as sincerely**

Sincerely,

G. Followed by your signature

H. And last but not least your name

**General Dos and Don’ts of Persuasive Writing**

1. Do not use contractions. (don't, can't, won't.)
2. Do not indent your paragraphs.
3. Make sure your tone is appropriate. An angry or rude letter will not get a reply, as it may make your reader angry or dismissive.
4. Make sure you explain your problem/idea in enough detail to ensure the reader understands what you want from them. However, assume the person has a basic understanding of the issue.
5. Spelling and grammar counts. A porly spellt and ritten letre wont get no attenshun. The reedr wil think you’re note wurth his tym.
6. If your cursive hand-writing is sloppy, print it or use a computer. Clear communication is the priority here.
7. Do not forget to sign your letter. A signature is your way of declaring that you approve of the contents of the letter. If you forget to sign a letter, just like forgetting to sign a contract, the document is worthless.