



# EduVision

Year 2 English

Term 4, Week 5

Student Name: \_\_\_\_\_

## Lesson Focus: Persuasive texts – part 5

### Skill Focus: Writing a persuasive letter

By now, you should be familiar with what a persuasive text is and its purpose. Before moving on to today's lesson, work through the following questions.

**Directions:** In your own words, write a brief definition of a persuasive text.

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Now, make a list of persuasive text types (based on what you have learned in class this year).

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Like all other persuasive text types, the purpose of a persuasive letter is to convince someone to believe, do or agree with you about something.

But what does a persuasive letter look like?

## Features of a persuasive letter

**Directions:** Work together as a class to brainstorm the layout and text features of a persuasive letter. Use the template on the next page to help you decide what needs to be included.



- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

S(6987)Ishita Amira  
imrukhan@gmail.com

## Persuasive Letter Writing Plan

Recipient's name and address

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Author's name and address

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Date/ Greeting/ Introduction

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Argument 1 with supporting reasons

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Additional arguments with supporting reasons

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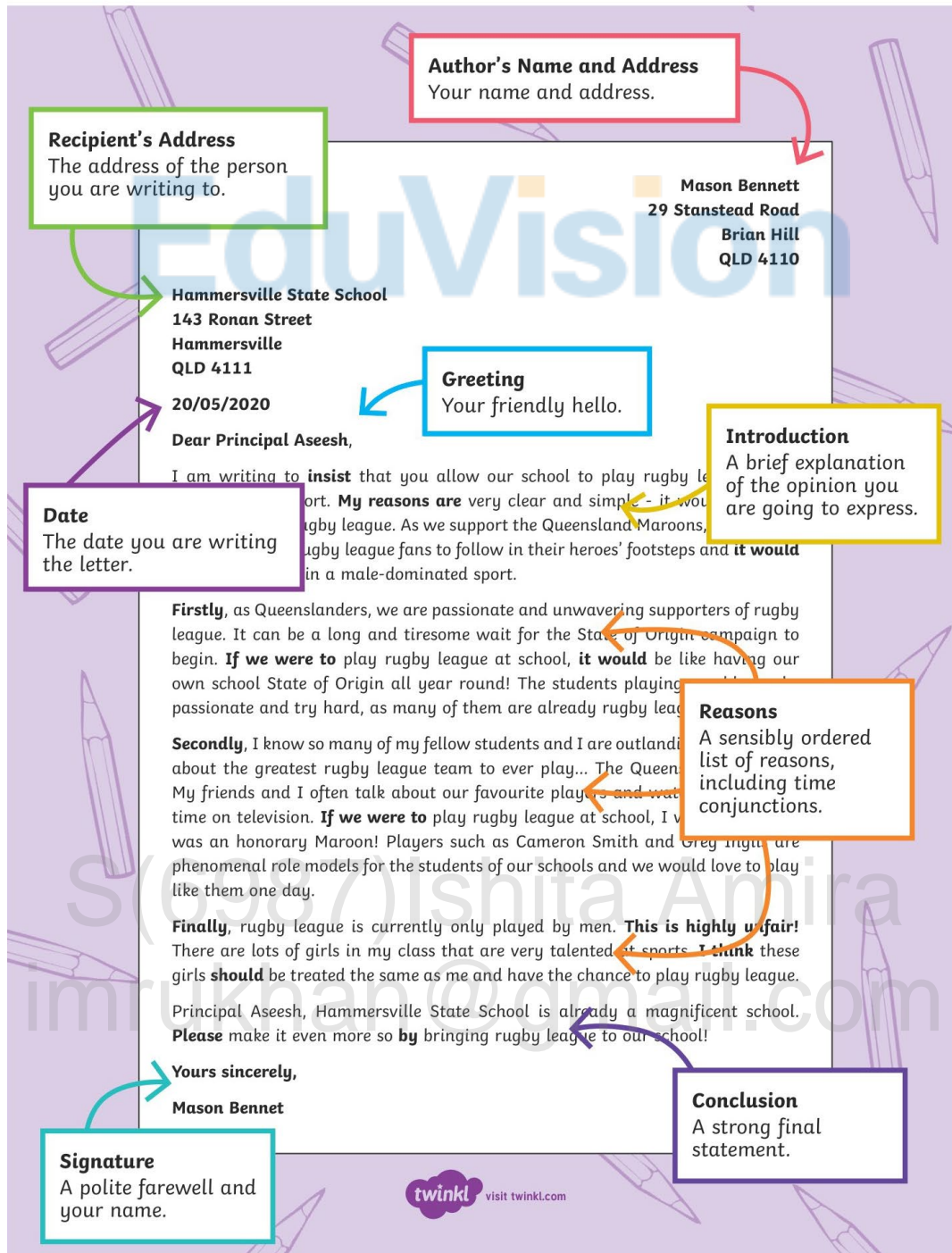
Closing statement and signature

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**Directions:** Now read through the following persuasive letter example for more detail on how to write a persuasive letter.

## Writing a Persuasive Letter



**Author's Name and Address**  
Your name and address.

**Recipient's Address**  
The address of the person you are writing to.

**Date**  
The date you are writing the letter.

**Greeting**  
Your friendly hello.

**Introduction**  
A brief explanation of the opinion you are going to express.

**Reasons**  
A sensibly ordered list of reasons, including time conjunctions.

**Conclusion**  
A strong final statement.

**Signature**  
A polite farewell and your name.

**Letter Content:**

Mason Bennett  
29 Stanstead Road  
Brian Hill  
QLD 4110

Hammersville State School  
143 Ronan Street  
Hammersville  
QLD 4111

20/05/2020

Dear Principal Aseesh,

I am writing to **insist** that you allow our school to play rugby league. **My reasons are** very clear and simple - it would be a long and tiresome wait for the State of Origin campaign to begin. **If we were to** play rugby league at school, **it would** be like having our own school State of Origin all year round! The students playing would be passionate and try hard, as many of them are already rugby league fans. As we support the Queensland Maroons, we would love to follow in their heroes' footsteps and **it would** be a male-dominated sport.

**Firstly**, as Queenslanders, we are passionate and unwavering supporters of rugby league. It can be a long and tiresome wait for the State of Origin campaign to begin. **If we were to** play rugby league at school, **it would** be like having our own school State of Origin all year round! The students playing would be passionate and try hard, as many of them are already rugby league fans.

**Secondly**, I know so many of my fellow students and I are outlandish about the greatest rugby league team to ever play... The Queensland Maroons. My friends and I often talk about our favourite players and watch them on television. **If we were to** play rugby league at school, I would be an honorary Maroon! Players such as Cameron Smith and Greg Inglis are phenomenal role models for the students of our schools and we would love to play like them one day.

**Finally**, rugby league is currently only played by men. **This is highly unfair!** There are lots of girls in my class that are very talented at sports. **I think** these girls **should** be treated the same as me and have the chance to play rugby league. Principal Aseesh, Hammersville State School is already a magnificent school. **Please** make it even more so **by** bringing rugby league to our school!

Yours sincerely,  
Mason Bennett

Below are some persuasive letter writing sentence starters and vocabulary to help you with your letter writing.


# Persuasive Letter Writing Word Bank

Greetings	Opening Sentences	Introductions	Details
Dear Mrs May,	I agree that...	For this reason...	For example...
Dear Mr Brown,	It is my belief that...	I am sure that...	In fact...
Dear Sir or Madam,	Some people believe that...	It is certain...	In support of this...
	Recent figures reveal...	In the same way...	Statistically...

Causal Conjunctions and Adverbials	Conclusions and Summaries	Closing Farewell	Vocabulary
accordingly	As you can see...	Yours sincerely,	arguments
consequently	Without a doubt...	Yours faithfully,	unfair
hence	In brief...		support
thus	On the whole...		persuade
otherwise	Undoubtedly...		imperative
			pros/cons

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**Skill Focus: Reading comprehension**

Persuasive letters can come in many different styles, depending on what it is you are wanting to say. While the layout or format may be similar, the content can be quite different. Today, we will look at two examples of persuasive letters from students to their school principals.

**Directions:** There are two texts to read. Read through each text and answer the questions below.

**Text A**

Elsie Chu  
Class 4B

124 School Road  
Epping, NSW 2121

Principal Phillips  
Primary Public School  
124 School Road  
Epping, NSW 2121  
7/11/2023

Dear Principal Philips,

I am writing to you today as I would like to make a proposal to improve the school. It is my belief that changing the school bell to music would help to make the school a better place for the pupils and the staff. How, you may ask? Well, please allow me to convince you.

Although the school bell is traditional, I believe that music would create a more positive atmosphere around school. Instead of a loud jangling noise, music could be used to create the right mood. For example, between classes, the music should be gentle and calming, so students stay focussed. Before recess and lunch, dance music could be played to energise the students. The music would inspire the pupils and influence them by motivating and encouraging focus.

By being involved in installing a speaker system that would project music around the school, pupils would become take more interest in the school itself. Furthermore, pupils could vote and select representatives who would be in charge of choosing the music. This would teach pupils new skills and could also help to foster a greater rapport between staff and students. Students would feel that they have a say in what is going on in school.

The new speaker system would also enable important announcements to be made. Additionally, for a small donation, pupils could request music and the proceeds could go to improving the school or to a charity.

Moreover, a recent survey of our school's teachers and student showed that over 85% agree that the school bell is outdated and that music helps to create a positive learning environment. We would not be the first school to make the change: already one-third of the schools in the Epping area have embraced this idea.

While I understand that the bell is a part of the school's heritage and history, we now have the technology to broadcast a noise other than a loud jangle up to eight times a day. May I suggest that to keep the school's heritage, we could use the bell for occasions such as Assembly and special ceremonies.

Overall, I strongly believe that the majority of pupils will appreciate listening to music between lessons and it will improve school life. Thank you for considering my ideas. I look forward to hearing your opinions on this matter.

Yours sincerely,

Elsie Chu



1. Who is the letter addressed to? \_\_\_\_\_

2. Who is the letter from? \_\_\_\_\_

3. On what date was the letter written? \_\_\_\_\_

4. What is the purpose of the letter?

\_\_\_\_\_

5. Underline the three main reasons given in the letter to support the purpose for the letter.

6. Circle all the statements which are facts.

- a. 'The music would inspire the pupils and influence them by motivating and encouraging focus.'
- b. 'pupils could vote and select representatives who would be in charge of choosing the music'
- c. 'a recent survey of our school's teachers and student showed that over 85% agree that the school bell is outdated and that music helps to create a positive learning environment.'
- d. 'We would not be the first school to make the change'
- e. 'the bell is a part of the school's heritage and history'
- f. 'Overall, I strongly believe that the majority of pupils will appreciate listening to music between lessons and it will improve school life.'

7.1 Write the words that Elsie uses to describe the school bell.

\_\_\_\_\_

**7.2 Why does she use those words?**

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**8. According to Elsie, what can students do to if they want to request music?**

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**9.1 Read this quotation in the second last paragraph: 'While I understand that the bell is a part of the school's heritage and history'.**

**Elsie seems to be contradicting or arguing against herself. What is she actually doing?**

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**9.2 How does Elsie show the principal that she wants to keep the school's heritage?**

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**10. Choose all the ways that Elsie uses to create a strong persuasive letter.**

- a. Provides statistics
- b. Shows she appreciate the principal's point of view
- c. Suggests that the change can be used to help the greater community
- d. High/strong modality
- e. Rhetorical question

**11. What is the overall tone of the letter?**

- a. Demanding
- b. Respectful
- c. Angry
- d. Friendly

**Text B**

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Riley Matthews  
113 Mallstead Road  
Newton, WA 6023

Principal Chang  
Newton Primary School  
12 Blythe Street  
Newton, WA 6023

3 December 2023

Dear Principal Chang,

<sup>1</sup> As I am sure you are aware, Christmas is just around the corner and I am writing to request that you cancel the Christmas celebrations at our school. Not only do Christmas activities waste valuable learning time, but they are also a shocking waste of money and are harmful to the environment. Why should our education and environment be damaged simply for the sake of Christmas?

<sup>2</sup> Firstly, Newton Primary School is an incredibly successful school. Each term, the dedicated teachers do their very best to teach us a huge range of skills, while the students try their best to learn. While Christmas craft, singing and games are fun, they are not useful, educational activities. If we stopped wasting valuable learning time with such meaningless activities, we could spread out the learning from the other terms and give ourselves more

time to practise the important skills. Surely, giving students more time to learn relevant skills is more important than Christmas activities?

<sup>3</sup> Secondly, Christmas celebrations waste money. Each year our school spends a shocking amount of money on supplies for Christmas craft, decorations and parties. Surely, the money spent on Christmas activities could be spent on more important things like better maths resources or superior sports equipment. Spending money on new school supplies or a local charity would be so much more meaningful and reflective of the true Christmas spirit.

<sup>4</sup> Finally, it has been proven that Christmas is harmful for the environment. The amount of Christmas lights and electrical decorations we set up are a waste of energy and they increase our carbon footprint. Furthermore, the cheap, single-use decorations, such as tinsel and baubles, often break and go straight in the bin. We contribute enough to landfill as it is, without the contribution of unnecessary broken ornaments.

<sup>5</sup> Newton Primary School is a tremendous school, but we could significantly improve when it comes to the festive period. Cancelling Christmas would improve our education, save us money and could even help to save the planet.

Yours sincerely,  
Riley Matthews

1. Who is the letter addressed to? \_\_\_\_\_

2. Who is the letter from? \_\_\_\_\_

3. On what date was the letter written? \_\_\_\_\_

4. What is the purpose of the letter?

\_\_\_\_\_

**5. Underline the three main reasons given in the letter to support the purpose for the letter.**

**6. Circle the sentences that show emotive language and underline the emotive words.**

- a. 'Christmas is just around the corner and I am writing to request that you cancel the Christmas celebrations at our school.'
- b. 'Each year our school spends a shocking amount of money on supplies for Christmas craft, decorations and parties.'
- c. 'Christmas activities are a waste of learning time.'
- d. 'Spending money on new school supplies or a local charity would be so much more meaningful and reflective of the true Christmas spirit.'

**7. Which paragraph contains a factual statement?**

- a. Paragraph 2
- b. Paragraph 3
- c. Paragraph 4
- d. Paragraph 5

**8. According to Riley, how could money spent on Christmas decorations be better spent?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. How is Christmas bad for the environment?**

\_\_\_\_\_

\_\_\_\_\_

10. Of the two texts, which letter is more formal? What makes it more formal? Discuss.

## WRITING TASK

**Directions:** Your school principal is thinking about cancelling all Christmas celebrations at your school this year. Your task is to write a letter to your school principal convincing him/her about the importance of celebrating Christmas at school.

Remember to include information learned in class today and use the checklist to help you with your writing.

Writing checklist	
<b>Technique</b> <ul style="list-style-type: none"> <li>• I have included the address of my school/my address (can make up an address if you want) at the top of the letter.</li> <li>• I have included a date on the letter</li> <li>• I have included a greeting to the principal.</li> <li>• I have included a brief introduction of what I want to discuss, including my statement of position and my three brief reasons/arguments.</li> <li>• I have included three detailed paragraphs to explain my reasons/arguments.</li> <li>• I have included a concluding statement that summarises my reasons/arguments.</li> <li>• I have signed my name at the bottom of the letter.</li> </ul>	
<b>Grammar, spelling and punctuation</b> <ul style="list-style-type: none"> <li>• I have included full stops, commas and capital letters.</li> <li>• I have used complete sentences that make sense.</li> <li>• I have checked for spelling errors.</li> <li>• I have used correct tenses.</li> </ul>	

## HOMEWORK


1. Writing task
2. Word play activity

### 2. Word play

**Puns Task Cards**

2. Look at the underlined words in the following pun. What similar sounding pair of words makes this a pun?

The cyclist was two tyred to continue in the race.




\_\_\_\_\_ is a pun for \_\_\_\_\_.

**Puns Task Cards**

3. Look at the underlined word in the following pun. What similar sounding pair of words makes this a pun?

You're looking a little pail.

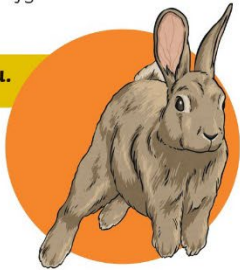


\_\_\_\_\_ is a pun for \_\_\_\_\_.

**Puns Task Cards**

6. What similar sounding word has been used to make this a pun? Identify the word used and the word it is replacing.

Some bunny loves you.




\_\_\_\_\_ is a pun for \_\_\_\_\_.

**Puns Task Cards**

7. What similar sounding word has been used to make this a pun? Identify the word used and the word it is replacing.

I donut know what I'd do without you.



\_\_\_\_\_ is a pun for \_\_\_\_\_.

**Puns Task Cards**

8. What similar sounding words have been used to make this a pun? Identify the words used and the words they are replacing.

Are you kitten me right meow?



\_\_\_\_\_ is a pun for  
 \_\_\_\_\_ and  
 \_\_\_\_\_ is a pun for  
 \_\_\_\_\_.

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