|  |  |  |  |
| --- | --- | --- | --- |
|  | **Paragraph structure and questions to help plan your paragraphs.** | **My plan (notes and ideas/ research to help you write your letter tomorrow)** | **Some useful phrases to help link your reasons.** |
| Paragraph 1  Introduction | Who are you? What is the main reason for writing – raise the issue. |  | As a result…………………  In addition…………………  Furthermore……………………  This causes……………..  Consequently……………..  Therefore…………….  Firstly……………….  Secondly…………..  Finally……………  Moreover………….  Another reason…………….  An intelligent person like yourself………..  It goes without saying…………  Surely………  In fact……………  The real truth is………….  Of course…………  Naturally………..  However………………  In conclusion I feel……….  My personal opinion is that……….  I strongly believe |
| Paragraph 2  Reason 1 | Persuasive point one  Paragraph starting with **Firstly…**  Give your first reason including a fact and include others who share your view. Student council is a good example or parents. |  |
| Paragraph 3    Reason 2 | Another persuasive reason starting with **Secondly…** Remember to give believable reasons to try to persuade Mrs Sanderson to agree with you. |  |
| paragraph 4  reason 3 | Give your final reason. The paragraph should start with **Finally…** |  |
| Closing paragraph | In this paragraph, you should repeat the outcome you would like from this. Mention that you expect a response and sign off with yours sincerely |  |

WILF – 1st person pronouns □ emotive language□ Rhetorical question □ facts □ use of an authority figure □

Paragraphs □ alliteration □ description □ Fronted adverbials□ Repetition