

# Persuasive Letter Writing

## Summer Week 4 - Year 3 English Writing Task

Task: To write a letter to Mrs Donnachie to persuade her to invest in some new playground equipment.



### WEDNESDAY

1. Decide what new playground equipment you think that the school would benefit from.
2. Complete the planning sheet:
  - Draw a picture of the new equipment.
  - Why is it a good idea?
  - What problems could there be? How could they be solved?
  - Ideas for persuasive language.

### THURSDAY

Write your draft persuasive letter.

#### To be successful:

- ✓ Write your address at the top
- ✓ Use formal language  
(Dear Mrs Donnachie, yours sincerely)
- ✓ Structure your letter using paragraphs →
- ✓ Include persuasive language  
(see word bank)
- ✓ Link ideas using conjunctions

#### Paragraph suggestions:

- |   |
|---|
| <b>P1</b> Explain why you are writing                             |
| <b>P2</b> Why we need this new equipment                          |
| <b>P3</b> Give ideas for solving problems                         |
| <b>P4</b> A polite ending, including a thank you to Mrs Donnachie |

### FRIDAY

1. Read through your draft carefully. Can you correct any mistakes or make any improvements?
2. Write the final version of your letter in your neatest handwriting.