|  |  |  |  |  |
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|  | Unit 7 Sample persuasive letter | | |  |
| Greeting: Use an |  |  |  |  |
| appropriate greeting, |  |  |  |  |
|  | Dear Mr Hammad, |  |  |
| depending on whether it |  |  |  |
|  |  |
| is a formal or an informal |  | I am writing in view of the recent news that instruction in all modern |  |  |
| letter. |  |  |  |
| Introduction: State why |  | languages at our school will be cancelled as of next year. A large |  |  |
|  |  |
| you are writing. |  | proportion of the student body is extremely upset at this. |  |  |
|  |  | However, there are wider implications of this move to stop teaching |  |  |
|  |  |  |
|  |  | modern languages. In the first place, the school would lose many gifted |  |  |
|  |  | students. This would result in falling performance across the school. |  |  |
| Body: In two or more |  | In addition to this, the school would attract students with similar |  |  |
|  |  |
| paragraphs, build up your |  | interests, which would have a negative impact on student wellbeing. It is |  |  |
| persuasive argument. |  | well-known that students develop empathy and awareness in a nurturing, |  |  |
|  |  |  |  |
|  |  | all-inclusive environment. |  |  |
|  |  | Most worryingly, Modern Languages is a department which is growing in |  |  |
|  |  |  |
|  |  | popularity as global job opportunities become more and more attainable. |  |  |
|  |  | I am sure that you would not wish them to be disadvantaged by having |  |  |
|  |  | no exposure to modern language teaching. |  |  |
| Request: Ask for what |  | Therefore, if language teaching must be done by way of after-school or |  |  |
|  |  |
| you want. Show that you |  | lunchtime clubs, so be it, but cutting this area of study completely would |  |  |
| are flexible. |  |  |  |
|  | be detrimental to both the school and the students. |  |  |
|  |  |  |  |
|  |  | I hope you will consider this letter when deciding the future of our |  |  |
|  |  |  |
| Sign-off: Add a sentence |  | school. Thank you. |  |  |
|  |  |  |  |
| of good wishes before |  | Yours sincerely, |  |  |
| you sign off, matching |  |  |  |
|  |  |  |  |
| your greeting. |  | Nawal Mohsen |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



Persuasive letters include:

* a statement of the letter's purpose
* a brief and concise statement of the problem
* a detailed description of the problem
* a proposed solution
* a polite manner and formal language
* a restatement of the problem at the end
* a plea such as *I look forward to hearing from you regarding a solution to this issue.*
* a formal sign-off