



## **TOOL // Persuasive Letter Writing Checklist**

### **What is the tool?**

Persuasive Letter Writing Checklist for Success

### **What is it used for?**

The checklists are reflective of the co-created anchor charts and Success Criteria but are small strips that are stapled into students' Writer's Notebooks.

### **How do you use it?**

The Criteria and Success Checklists are typed from the charts onto coloured strips that the students paste in their Writer's Notebook. The Success Criteria and the checklist may be slightly different since one criteria i.e. Arguments/evidence to support opinion may have several smaller indicators (three good arguments with support listed in descending order of importance). The students refer to these when they are having peer or teacher conferences. Having the personal copies helps students to focus and use them more effectively. This is particularly helpful for students who may find it difficult to use charts at a distance or when a lot of charts get up in the room and they have difficulty finding the one they need to focus on. When giving feedback the teacher uses two different coloured post its – one colour for strength and one colour for next steps. This allows the students to quickly identify the feedback they need to act on.

### **How do you adapt it to other subjects and topics?**

This approach could be adapted for any subject by adjusting the Success Criteria.

## Persuasive Letter Writing

A letter includes:

- Your own opinion that answers the question or issue
- Arguments/evidence to support your opinion
- Proper letter format (date at top, salutation, body, conclusion)
- Paragraphs
- Strong arguments at the beginning and end, weak arguments hidden in the middle



## Checklist for Success

- ✓ Have you used proper letter format?
- ✓ Have you organized your arguments so that the weak ones are hidden in the middle of the letter?
- ✓ Does your letter include strong vocabulary?
- ✓ Have you shared your own opinion?
- ✓ Do you have evidence that supports your opinion?