

Name: _____ Date: _____ Period: _____

Activity 26: Composing A Draft

On your own paper, use the letter-writing guide and template to begin composing a draft, referencing the prewriting work you have done in Activities 22-25. Your first draft must be typed with your Name, Date, and Period on it. Use Business Letter format.

A Letter-Writing Guide in Three Paragraphs (this is just a guide):

Heading and Date

Write your first and last name

(Period _____)

Your Address (# and street, city, state, zip; then skip a line and write the date

Write out month, day, and year; skip a line and write

The Name and address of who you are writing

Salutation

Begin with "Dear _____ School Board" (Add the name of your district)

Follow with a colon

Paragraph 1: Introduction

State the reason for writing

State your position

Paragraph 2: Body

Explain three issues that show you understand the topic

Consider an opposing point of view and refute it

Conclusion

Restate your position and why it matters to you

Leave room for a catchy phrase!

A Basic Template

First & Last name

Period _____

Your Address

Month, Day, Year

Name and Address of who you are writing to

Dear (name of school district) School Board:

We appreciate your offer to supply all students with

I am writing to propose that the best form of drinking water is

I believe _____ is better than

because (1st reason) _____,

(2nd reason) _____,

and (2rd reason) _____.

According to (name and author of text)

_____, bottled water (Write a pro or con statement to support reason 1.)

_____. This matters to me

because (Explain why this matters and why it is important

In the text, (title) _____ written by

(author) _____, bottled water or tap

water (Write a pro or con statement to support reason 2.) _____.

This matters because (Explain why this matters and is important.)

(Your third reason like above) _____

In conclusion, (choice of water) _____ is the best choice because _____.

Thank you for _____.

In closing, (catchy phrase) _____.

Sincerely,

Your signature

Student Name