**Embedded Assessment 3.2**

**Argumentative Letter Outline**

|  |  |
| --- | --- |
| **ROLE** |  |
| **AUDIENCE** |  |
| **FORMAT** | **Professional Block Letter** |
| **TOPIC** |  |

*Things to keep in mind:*

* Rubric for this assignment is on SpringBoard page 236.
* Keep everything left aligned. That is the format for a PROFESSIONAL BLOCK LETTER!
* Your letter must use at least 3 transitional words/phrases from SB page 231.
* An effective argument incorporates pathos (emotional appeal) and logos (logical appeal).
  + You must have 3 credible sources (1 from NC Wise Owl) and use those resources as the logos (logical appeal) of your elaboration paragraphs. As you are writing, tell me where you got your information.
  + Your opening and closing paragraph are the best places to incorporate pathos (emotional appeal) with a compelling real-life story.
* Keep in mind who you are writing to in order to keep an appropriate tone and style.
* Make sure your diction is giving your reader the impression you want. Remember that nosey vs. curious lesson?

*Letter Salutation*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Opening Paragraph* (Page 228)

|  |  |  |
| --- | --- | --- |
| Hook | Connection | Claim |
| Can you think of an event, a question, or a real-life story (called an anecdote) to hook your reader? | How does your hook connect to your claim? | Your viewpoint on an issue is important to you; what is it? |
|  |  |  |

*Elaboration Paragraphs*

|  |  |  |  |
| --- | --- | --- | --- |
| 1st reason: | Evidence: | Commentary: | Closing Statement: |
| Evidence: | Commentary: |
| Evidence: | Commentary: |

|  |  |  |  |
| --- | --- | --- | --- |
| 2nd reason: | Evidence: | Commentary: | Closing Statement: |
| Evidence: | Commentary: |
| Evidence: | Commentary: |

|  |  |  |  |
| --- | --- | --- | --- |
| 3rd reason: | Evidence: | Commentary: | Closing Statement: |
| Evidence: | Commentary: |
| Evidence: | Commentary: |

*Closing Paragraph* (Page 229)

|  |  |  |
| --- | --- | --- |
| Summary | Call to Action | Closing Statement |
| What is the most important reason for your argument? | What do you want the reader to believe or do now? | An effective way to end your letter would be to revisit your hook in some way? How can you bring your reader back to that? |
|  |  |  |

*Letter Closure*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_