

Name: \_\_\_\_\_

**Unusual Friendly Letters that are Persuasive**  
an original WritingFix (<http://writingfix.org>) R.A.F.T. writing assignment

**Instructions:** Write your choice of Role and Audience in the space below, then complete the rest of this pre-writing sheet before composing your friendly letter's rough draft.

<p style="text-align: center;"><u>R</u>ole: (who is writing this letter?)</p> <p>_____</p>	<p style="text-align: center;"><u>A</u>udience: (who is receiving this letter?)</p> <p>_____</p>	<p style="text-align: center;"><u>F</u>ormat:</p> <p style="text-align: center;">A Friendly Letter</p>	<p style="text-align: center;"><u>T</u>opic:</p> <p style="text-align: center;">Convince your letter's <u>A</u>udience to behave differently.</p>
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**Pre-writing step #1:** Your letter's tone needs to be **persuasive** and **friendly**. By yourself, look over the list of *helping verbs* below, and circle three or four that you think might sound best in a letter that is both friendly and persuasive:

Helping verbs:

can  
could  
shall  
should  
will  
would  
may  
might  
must

**Pre-writing step #2:** Below, find three action verbs that relate to persuasion. With a friend, brainstorm and write down as many synonyms for these verbs as you can, and then consider using some of them in your letter's rough draft.

3 Action

verbs:    convince            compliment            beg

**Pre-writing step #3:** The goal of your letter is to be both friendly and persuasive at the same time. Below, find three phrases we took from Ike's letters which help him keep his friendly tone. With a different friend, brainstorm two or three other phrases that you've heard in other places that might help persuade someone in a friendly way. Write them down for possible use in your letter:

- "...but trust me..."
- "I hate to tell you this but..."
- "I will try..."
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**Pre-writing step #4:** Below are some adverbs taken from Ike's letters, which add persuasive friendliness to his letters' tone. With a different friend, brainstorm four or five different adverbs that you might include in your letter.

- "...and hopefully..."
- "...but frankly..."
- "...most likely..."
- "...mostly..."
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**Pre-writing step #5:** Several of Ike's letters carefully explain his friendly arguments using the transition words like *first* and *second*. If you were to set up a two-part argument between your letter-writer and your letter-receiver, what could your two-part argument be? On the back side of this paper, write down some possibilities and share them with a different friend.