

Can I write a persuasive letter?

Task: Write a persuasive letter to apply for a Year 6 job. Below is a list of the jobs that you can apply for. There is also a table of personal qualities for you to consider including in your letter. On the next page, there is an example of a letter for you to use to help you structure your writing. You may want to type your letter or handwrite it.



Success Criteria:

- include a range of persuasive openers
- include conjunctions to expand ideas
- include formal language and writing features

Year 6 jobs

House point collector
Tidy Cup judge
Star of the Week Helper
Altar Arranger
Chair & Bench Monitor
Hall Computer Monitor
Office Runners
Blue Room Tidier
Librarians
Playground Friends
Year 3 readers

Class representatives

School Council
Anti-Bullying
Eco
Worship
Sports Leaders

Which qualities do you have? Which job would be best suited?

I am reliable and can be trusted to work without adult supervision.

I am physically strong and well-coordinated.

In my spare time, I exercise and keep fit.

I am observant and nothing escapes my notice.

I am good at mental arithmetic.

I am confident at speaking in front of groups of people.

I am punctual. I always arrive at school in plenty of time.

I wear a wrist watch and can tell the time.

I have a good memory and don't get easily distracted.

Letter Example

Follow this structure:

Opening statement

Paragraph 1 -> Personal qualities

Paragraph 2 -> Experience

Paragraph 3 -> Relevant hobbies, etc

Concluding statement

Whitchurch CE Junior
Academy
Salisbury Road
Whitchurch
Shropshire
SY13 IRX

Thursday 5th September

Dear Ms Walsh,

As a new Year 6, I am very excited at the prospect of becoming a _____ . I am writing this letter to explain to you why you should give me the opportunity.

Para 1. Tell Ms Walsh what personal qualities you have that would make you an ideal candidate for the job. E.g. I believe I would be an ideal candidate for the role because of my many personal qualities. Firstly, I am a very patient person. Secondly, I am calm, quiet and an excellent listener.

Para 2. Tell Ms Walsh what relevant experience you have that would make you an ideal candidate for the job.

Para 3. Tell Ms Walsh what hobbies and interests you have.

Concluding statement: Give one final plea / beg and thank Ms Walsh for reading your letter.

Yours sincerely

Sign your name

Print your name