

**Assignment: Write a letter to your Head Teacher giving him/her your ideas on how to improve your school.**

**Length: Aim to write at least 1.5 sides of an A4 lined page**

**Time: 40 minutes**

Ensure you have read the guidance document first. Then, use the following pointers to plan your writing:

**Plan:**

Firstly, jot down some points; for instance, what do you want through your letter, why do you want it, reasons why you are demanding this and any counter arguments (remember persuasive letters need to convince people of your point of view)

**Steps for writing a persuasive letter**

1. Write the letter to the point and be polite. Avoid using long flowing paragraphs with flowery language (very descriptive language). Do not divert from the topic.
2. Put across your point in the first two sentences in a friendly tone. Using sentences like "I feel students need some school improvement. The school routine is aimed at the overall development of the children. Without improved facilities we cannot achieve higher standards."
3. The next paragraph could clearly express your position and state why you feel some action needs to be taken. An emotional appeal with regards to the importance of introducing improved facilities for sports, IT Infrastructure like ipads, cater to kids with allergies, improve the school menu (more choices), more options for activities like Zumba, Yoga, etc. and statistics related to children who perform better with better facilities. School is a second home for a child. It's a place where he/she is constantly growing mentally and physically. You can refer to other schools that have introduced new activities and are getting benefit from it.
4. Next is a paragraph with counter arguments. You can quote proper testimonials from relevant people in the field. The points could be presented in the following manner:

It could be argued that children with more exposure are confident, there can be parental controls when it comes to gadgets like ipad or time restrictions when it comes

to Zumba or Yoga or any other sports activities, etc. Teachers can also ensure discipline in this regard. Refrain from being judgemental. Such facilities won't do much damage in the long run; on the other hand, it would rejuvenate the child and make him an overall achiever.

5. Close the letter by reinstating your request. A powerful statement would compel the head teacher to consider your point. For example: it is well known that "Quality is never an accident, but it is always a result of intelligent effort". Stress on the fact that an improved school would nurture the mind, body and even the soul of the children, so instead of staying away from school and studies whenever he/she needs a break, the child would want to come to school as some of the new things introduced would be of his interest. Talk about teaching or introducing team spirit, leadership, responsibility, etc. in children.

6. Revise your letter and check for errors (spellings, punctuation, format) and sign it to make it more authentic or realistic.