Checklist for Persuasive Writing

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Persuasive Style

Task: Persuasive Analysis

- ☐ Read a persuasive essay
- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Write one or two paragraphs explaining why the essay is (or is not) an effective persuasive essay, addressing whether the essay:
    - ☐ Focuses on a specific issue
    - ☐ Presents evidence such as facts, data, or statistics to support a position
    - ☐ Quotes experts or authorities who share the position
    - ☐ Shows evidence of objectively considering different positions on the issue
    - ☐ Presents convincing evidence
- ☐ Check the spelling and grammar of your analysis
- ☐ Save your document

Activity 2: Internet Security

Task: Persuasive Paragraphs

- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Write at least three paragraphs, using the persuasive style, to convince other students of the importance of keeping your school's computer and networks secure:
    - ☐ The first paragraph should clearly state the author's position on the issue.
    - ☐ Each paragraph should be organized around a main point.
    - ☐ All information in a paragraph should be directly related to its main point.
    - ☐ Paragraphs should be arranged in a logical order that is easy to follow and understand.
    - ☐ The last paragraph should summarize the evidence and explain how the author's position is a logical conclusion.
    - ☐ The last paragraph should *not* introduce any new information.
- ☐ Check the spelling and grammar of your paragraphs
- ☐ Save your document

Activity 3: Persuasive Strategies

Task: Persuasive Interpretation

- ☐ Find an example of persuasive writing about an issue that interests you
- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Write two or three paragraphs that:
    - ☐ Explain how the example uses the persuasive style of writing by appealing to emotion,   ethics, or reason
    - ☐ Cite specific instances of effective (or ineffective) persuasive writing
    - ☐ Explain why you were or were not convinced by the example
- ☐ Check the spelling and grammar of your document
- ☐ Save your document

Activity 4: Issue Choice

Task: Issue Choice

- ☐ Choose an issue for your persuasive essay that:

- Interests you
- Interests others
- Is controversial
- You have strong opinions about
- You can make a convincing argument about by appealing to emotion, ethics, or reason
- Has a specific aspect that you can focus on, which is not too broad or too narrow
- You can find enough information about to make a convincing argument
- Open a new word processing document and type your name, date, and a title
- Write research questions, considering:
  - Why did you choose the issue?
  - What are some different points of view about the issue?
  - What information do you need to take a position on the issue?
  - What kinds of research questions will provide the information?
  - What audience do you want to persuade?
  - What persuasive strategies are most likely to convince your audience?
- Check the spelling and grammar of your document
- Save your document

Activity 5: Information Gathering
Task: Notes
- Open a new word processing document and type your name, date, and a title
- Locate a variety of credible sources on your issue
- Cite your sources, using the proper format
- Take notes from your sources and use a variety of note-taking formats, such as:
  - Quote
  - Paraphrase
  - Summary
  - Facts and data
  - Original idea
- In your notes, be sure to:
  - Record the source
  - Use quotation marks for authors' exact words, even in paraphrase and summary notes
  - Paraphrase or summarize thoroughly at the time of note-taking
- Save your documents