



Appendix 1B

Swim to Survive®

Persuasive Letter Planner

Date: _____

Salutation:

Dear (Greetings): _____

Point of View (What does the audience need to know about safe practices?):

We/ I think

Reasons (Why does the audience need to know this information? or Why is it important?):

1. _____

2. _____

3. _____

Concluding Statement:

We/ I have shown that (Tell the audience what they need to do about it)

Closing:

Sincerely, (Respectfully, Regards, etc.)

Adapted from Ontario ministry of Education, A Guide to Effective Instruction in Writing,
Kindergarten to Grade 3, 2005, page 6.16