

# Write to the Point



**W**riting is a useful tool to express your ideas about an issue. A persuasive piece of writing uses facts, details, personal experience and opinions to persuade the reader to accept a certain viewpoint and, in some cases, take action.

Write a persuasive letter to a person or organization that could help you spread an antismoking message. Use the outline below to write a rough draft of your letter. Remember to start a new paragraph whenever you introduce a new idea.



\_\_\_\_\_ **Heading** (Your school address)

\_\_\_\_\_ **Date** (Today's date)

\_\_\_\_\_ **Greeting** (Examples: To Whom It May Concern; Dear Sir/Madam)

**Introduction:** Describe who you are and why you are writing this letter.

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**Main Idea:** Write your main idea or topic sentence in this paragraph.

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**Supporting Information:** Give two facts that show why cigarette smoking is harmful.

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**Supporting Information:** Give an opinion or experience about the effects of cigarette smoking.

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**Supporting Information:** Give a reason why the person or group receiving this letter should do something to prevent cigarette smoking.

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**Conclusion:** Restate your main idea and end your letter.

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\_\_\_\_\_ **Closing**  
(Examples: Sincerely; Regards)

\_\_\_\_\_ **Signature**  
(Sign and print your name)