



THE WRITING ACADEMY, LLC®



Module 4

Argumentative Correspondence — Writing a Persuasive Letter



Grade 3 • Cluster 6



Week 4 • Very High Stamina — If You Have to Decide, You Must Declare the WHY!

★ Meet Our Week!

Module Slide 1 • Module 4

★ Daily Deck

I Will...

- Build a claim that starts with a decision and moves to reasons (because).
- Identify whether a claim is a decision or reasons.
- Use If you have to decide, you must declare the WHY to organize my thoughts.
- Write a claim that answers my prompt — and deliver it in a letter.

I Can...

- Tell whether a claim is a decision or reasons.
- Use If you have to decide, you must declare the WHY to build a claim.
- Write a claim that answers my prompt.
- **Shape my argument into a Greeting, a SET introduction, a TREES body, an RRR conclusion, and a Closing.**



Now You Deliver It!

Day 1 • Gather

Raise your hand if you have ever had to convince someone of something. Now imagine this... You don't just say it. You write it. And the person you're writing to is going to read every word.

If you have to decide... you must declare the WHY.

But today... you don't just declare it... you deliver it.

★ Parts of a Letter

Day 1 • Reveal

Greeting Address the specific reader (Dear ____,).

Introduction (SET) Statement of Purpose (S) + Evidentiary Transition (E) + Thesis (Central Idea)/Claim (T).

Body (TREES) The argument paragraphs.

Conclusion (RRR) R1 restated claim + R2 reference evidence + R3 reflection.

Closing Sign off (Sincerely,).

We already know how to analyze prompts, write claims, build reasons, use evidence, explain, and reflect — now we add a specific audience.



Watch Me Model the Letter!

★ Daily Deck

Day 1 • Reveal (cont.) — Crash

Greeting

Dear Mrs. Ramirez,

Statement of Purpose People are often faced with choices that require honesty and responsibility.

Evidentiary Transition In the story, Amina faced a difficult decision after breaking a jar.

Claim Amina should have told the truth because honesty builds trust, shows responsibility, and helps solve problems.

Notice the greeting names the reader, and the SET introduction sets up the argument.

★ Same Argument, New Format

Day 1 • Essential Question

How can a writer shape an argument into a persuasive letter for a specific audience?

The argument does not change; the format and the audience do.
Write it as a letter to a real reader.



Build-A-Letter Lab

Day 2 • Attempt

★ Daily Deck

Step-by-Step

1. Draw a Prompt Card.
2. Sort the mixed Letter Part Cards.
3. Arrange them in order, glue into your notebook, and label each part.
4. Add a full TREES body paragraph.
5. Write the conclusion: R1 (restated claim), R2 (reference evidence), R3 (reflection).

Answer Key — Structure Order

Greeting → Statement of Purpose → Evidence
Transition → Claim → Body Paragraph →
Conclusion → Closing

VERY IMPORTANT: all pieces MUST be stored in
interactive notebook practice pockets after use.

★ What Made This Different?

Day 3 • Discuss

Why do we include a greeting?
"Because it's a letter."

Does the argument change?
"No, just the format."

Why is audience important?
"Because we're writing to
someone specific."

★ The Letter, Start to Finish

Day 3 • Discuss (cont.)

Greeting → SET Intro → TREES Body → RRR Conclusion → Closing

The order never changes — the greeting opens to a real reader, the argument carries the middle, and the closing signs off.

≡ Write a Full Letter, On Your Own

Day 3 • Use (Independent Practice) — Interactive Notebook

1

Choose a new prompt and write a Greeting.

2

Write a SET introduction: Statement of Purpose + Evidentiary Transition + Thesis (Central Idea)/Claim.

3

Write 3 TREES body paragraphs.

4

Write an RRR conclusion (Restated claim + Reference evidence + Reflection), then a Closing.

🎯 You Delivered Your Thinking!

Day 4 • Award & Target

Recognition Ideas

Master Messenger • Claim Champion • Evidence Expert • Persuasion Pro

Target — Student Goals

Did I clearly choose a side? Did I explain my thinking fully? Did I connect my ideas to my audience?

Curiosity Questions

How does writing change when we have an audience? What makes a letter convincing? How do real-world arguments differ from classroom writing?

A strong letter keeps the whole argument and speaks to a real reader.

Teach a Partner the Letter

Day 5 • Educate & Explain to Others

Turn to your partner and explain... How is a letter similar to an essay? How is it different?

Sentence Frames

"A letter starts with a Greeting that..." · "The SET introduction does..." · "The TREES body..." · "The RRR conclusion..."

Today you learned to take a full argument and deliver it to a real reader — your purpose becomes clear, your voice grows stronger, and your argument persuades.



Is This a Claim, or Just a Reason?

Small-Group Support

The Mix-Up

A student writes one sentence that tries to be the claim AND the reason at the same time — the claim and the reasons get blended together.

The Fix — The Funnel

Use a funnel visual. Ask: "Is this sentence the wide top (claim) or the narrow bottom (reason)?"

The claim is the decision. The reasons are the "because" that follows it — they are not the same sentence.

② Beyond the Classroom

Enrichment • Write in your notebook

How does writing change when we have an audience?

What makes a letter convincing?

How do real-world arguments differ from classroom writing? Write a second letter about Maya and Rusty, addressed to a different reader.

✓ My Progress Tracker

Directions

This tracker is for YOU! As you practice writing a persuasive letter, look at each skill: Greeting, SET introduction, TREES body, RRR conclusion, Closing. If you can do it all by yourself, color in or check the box that matches how you feel.

Be honest with yourself — this helps you see how much you are growing!

Let's Look at an Answer!

Prompt: Explain whether Amina should have told the truth about breaking the jar, in a letter to Mrs. Ramirez.

LOW

"Dear Mrs. Ramirez, Amina should tell the truth. It was right. Bye."

What's missing: It is only a greeting and an opinion. It needs a SET introduction, a TREES body with evidence, an RRR conclusion, and a proper closing.

Let's Look at Another Answer!

What is this letter still missing?

MEDIUM

"Dear Mrs. Ramirez, Amina should have told the truth because honesty is important. The text states, "Thank you for telling the truth, Amina." This shows telling the truth was good. Sincerely, A Student"

What this response needs to improve: it is a letter with a greeting, a claim, one piece of evidence, and a closing, but it is missing a full SET introduction, a developed TREES body, and an RRR conclusion.

Our Strongest Answer!

A complete letter that keeps the whole argument for a specific reader.

HIGH

Dear Mrs. Ramirez, People are often faced with choices that require honesty and responsibility. In the story, Amina faced a difficult decision after breaking a jar. Amina should have told the truth because honesty builds trust, shows responsibility, and helps solve problems. One reason is that honesty builds trust. The text states, “Thank you for telling the truth, Amina.” This shows that telling the truth strengthened the trust between Amina and her teacher. For these reasons, telling the truth was the right choice. The story showed that her honesty helped repair the problem. This matters because classrooms and communities depend on people being honest with one another. Sincerely, A Student

Why this is High: a complete letter — greeting, a SET introduction, a TREES body paragraph, an RRR conclusion, and a closing — that keeps a clear argument for a specific reader. This is our Module 4 target!