* You will practice tone and audience in your writing by writing three different types of emails. Each email paragraph has to **be 6-8 sentences long.

Choose 3 out of 4 of the following:**
1. You will write one email to the principal of your school asking to change a course you are enrolled in.
2. You will write one email to a friend trying to convince them that they should come out for a visit.
3. You are a CEO who has to notify an employee that they will no longer employed with your company.
4. Create your own situation: who is your persona, audience, and purpose?

REMEMBER TO THINK ABOUT TONE AND AUDIENCE

You must:

be extremely clear what type(s) of rhetoric you are using.

have strong paragraph structure (including several examples/support)

have proper diction to match your persona and purpose

Know that grammar and mechanics count.

Writing and Structure: 1 2 3 4 5 6

Persuasive techniques 1 2 3 4 5 6