

### Writing a discussion document

1. Read different points of view on your topic.
2. Decide which side of the topic you are on.
3. Add the main points you would like to make in your discussion document.
4. Further research the side of the topic you are on to strengthen your arguments.
5. Make notes and include citations
6. Once you wrote your main points, add two or three ideas for each main point. Use the notes you made for this.

### Vocabulary

- Discussion document** – a document that puts forward some ideas or opinions that might form the basis of a discussion on a popular topic
- Citation** – a quote from or a reference to a book, article or author
- Controversial** – causing disagreement or discussion
- Advice leaflet** – a little book or a paper containing advice about a particular topic
- Self-help** – the use of one’s own efforts and resources to achieve things without relying on others
- Persuasive** – making you want or believe a particular thing
- Persuasive letter** – a written communication with the intention to convince or influence the reader to believe in an idea or opinion and to do an action.
- Review** – a formal assessment of something with the intention of instituting change if necessary

### Writing an information leaflet

1. Know your topic. When you research it, make sure you keep in mind the key points your reader might want to know about.
2. Pick a title. It should be brief, informative but also catchy. You can choose it after you finish your leaflet. Sometimes you get more ideas as you work on the leaflet.
3. Create a brief overview to describe the objective of you leaflet.
4. Make the text easy to read. Ensure that the font and its size is accessible to the reader. Avoid colourful backgrounds and text.
5. Proofread and edit before printing. Ask someone to read it and give you feedback.



### Structuring your points in a persuasive letter

- P.E.P.S.**
- Point** – clearly make your main point by using ‘because’
- Explanation** – explain your reasons for believing this
- Proof** – give proof (evidence) of instances that support your argument
- Summary** – summarise your point one more time