NOTE: This sheet is for you to keep; feel free to scribble on it. Do not turn it in.

1. Form groups of three or four.

2. Pick one of the four scenarios below:
   A. Persuade a foundation (of your choice) to give a grant to your favorite charity.
   B. The service department of an appliance store has repaired your washing machine three times and it still doesn’t work right. Persuade them to resolve this in a satisfactory manner.
   C. Persuade a college’s Admissions department to admit you to the program of your dreams.
   D. Persuade an apartment manager to rent you one of her apartments, because certain “events” in your distant past are no longer relevant and you now are a worthy candidate.

3. As a group, discuss the needs of that particular audience and how you would handle that scenario. Consider the following, among other things:
   • What level of formality and tone would you need when writing to them?
   • What would make them want to continue to read your document?
   • What action would you like from them once they have finished reading?
   • What do you think they would want included in the document you write (i.e., answers to the “Four Secret Questions” or other information)?

4. Record your own findings and ideas on this sheet (all members do this on their own sheets). You won’t have to turn this paper in, but you will need it for tonight’s assignment, if only as a reminder of the discussion process.