INTRODUCTION

Dear Principal,

*lead-question*

1

Who likes to look things up in encyclopedias anymore? The time has come for a change in doing research for projects and reports. Technology is growing all around us, but in school we are still restricted to using boring encyclopedias and dictionaries. The school needs to keep up too. Laptop computers for student check out are definitely a welcome improvement to our school. While everywhere else in the world technology is advancing, it seems like it stopped in schools since the first batch of PCs. Adding laptop computers to our school will definitely improve the quality of learning for our many students.

*Reason 1*
*Reason 2*
*CLAIM*

2

*antiquated tools*

Let's face it; nobody likes using dictionaries. You have to find the beginning letter in the word and scan through dozens of words until you find the single one that you are looking for. Computers would more than make up for this lost time. With great features such as www.dictionary.com, it is far easier to find what you're looking for. Just type the word you want, let go, and it pops up instantly. Our students would get their work done much, much faster, and teachers would have a lot more time to teach. Laptops would work perfectly for research in the classroom, and in time they could perhaps even replace textbooks. There are so many great features in laptops that they are even better than encyclopedias. And if you still want an old-fashioned reference book, why not buy it on CD-ROM? CD-ROM's are a lot better and more exciting for students. Laptops would be able to surf the internet and read CD-ROMS for a much better learning experience. With so much information on both of these features, laptops can definitely hold more information than your standard textbook. In an informal study of laptop use, students report that; "Laptops keep me better organized." "I am more involved in school with my laptop and more likely to edit my work." Clearly, student engagement in school will likely increase with the use of technology.

*what does it look like?*
*Why is this important?*
*Specific example*
*What's in it for students and teachers?*
*quote*
*definitive statement*

3

*growth of technology*

Technology is growing all around us at an amazing rate. With all that is going on in our world, it can be hard to keep up. This is especially true for schools. Technology in schools hasn't changed noticeably since the early nineties. Well we're well into the 21st century now. We need for our technology to keep growing and expanding inside of our schools. Laptops are just one rung on the ladder to making our schools better. In fact, one study showed that laptops impact state achievement tests. After two years of a laptop initiative in Henrico County, high school score results increased on all eleven of the Virginia Standards of Learning criteria. By 2003, 100% of Henrico's schools were accredited. (http://etc.usf.edu/l4l/benefits.html ) Eventually everything that we use is going to be some kind of device. Whether it be a machine for making parts of automobiles or your toaster, we are using computers in nearly every aspect of our lives. Schools need to follow this trend and have a lot more technology. Laptop computers are just one way that schools can keep up with time.

*Statistic*
*Why is it important?*
*specific example*

4

Laptop computers will become the center of learning for schools worldwide. If we don't keep up, other nations will leave us far behind. The cost is clearly effective when you factor in that textbooks will no longer be needed. If students are more engaged in learning then they are more likely to stay in school and graduate so we should see a higher graduation rate from our high schools. Ordering laptops will take the school by storm and improve learning levels for all students in this community.

*definitive*
*Reason 1*
*Reason 2*
*Call to Action*

CONCLUSION

Dear Principal,

Who likes to look things up in encyclopedias anymore? The time has come for a change in doing research for projects and reports. Technology is growing all around us, but in school we are still restricted to using boring encyclopedias and dictionaries. The school needs to keep up too. Laptop computers for student checkout are definitely a welcome improvement to our school. While everywhere else in the world technology is advancing, it seems like it stopped in schools since the first batch of PCs. Adding laptop computers to our school will definitely improve the quality of learning for our many students.

Let's face it; nobody likes using dictionaries. You have to find the beginning letter in the word and scan through dozens of words until you find the single one that you are looking for. Computers would more than make up for this lost time. With great features such as www.dictionary.com, it is far easier to find what you're looking for. Just type the word you want, let go, and it pops up instantly. Our students would get their work done much, much faster, and teachers would have a lot more time to teach. Laptops would work perfectly for research in the classroom, and in time they could perhaps even replace textbooks. There are so many great features in laptops that they are even better than encyclopedias. And if you still want an old-fashioned encyclopedia, why not buy it on CD-ROM? CD-ROMs are a lot better and more exciting for students. Laptops would be able to surf the Internet and read CD-ROMs for a much better learning experience. With so much information on both of these features, and

*Margin annotations (left):* What does this look like? What does this look like?

*Margin annotations (right):* Why; great; example; What's in it for me?; yes; Don't Show!; Why is it?; into your argument

laptops can definitely hold more information than your standard textbook.

Technology is growing all around us at an amazing rate. With all that is going on in our world, it can be hard to keep up. This is especially true for schools. Technology in schools hasn't changed noticebly much since the early nineties. Well, we're half a decade into the new millenium, and still our technology in schools hasn't changed much. We need for our technology to keep growing and expanding inside of our schools. Laptops are just one rung on the ladder to making our schools better technologically. Books have been around since as long as history can look back. Since then, they really haven't changed much. But computers haven't been around for nearly half as long, and they are growing faster than anyone could have ever imagined. Eventually every thing that we use is going to be some form of computer. Whether it be a machine for making parts for automobiles or your toaster, we are using computers in nearly every aspect of our lives. Schools need to follow this trend and have a lot more technology. Laptop computers are just one way that schools can keep up with time.

Now that you have read all of these great reasons for it, I am sure that you will get these laptops for our students. They will become the center of learning for schools very soon. If you don't get them now, our schools will be very far behind in a few years. If we order laptops, they will take our school by storm.