

## POLITICAL LETTER WRITING ASSIGNMENT

LETTER DUE:

VALUE: 40 points

INSTRUCTIONS: Write a letter to either a public official of your choice or to the editor of a newspaper. **RESEARCH** the topic about which you are writing and phrase the letter to encourage a reply or printing on the editorial page. The letter is to be in proper letter format, no more than one page in length. One copy is to be mailed and one copy is to be submitted to the instructor on the due date. The letter may be typed or written legibly in ink. It must NOT be on lined notebook paper. The topic of your letter may pertain to a request for information, an offer of support, an attempt to ascertain the position of an official on a specific matter, a request for help, or an offer of support or opposition to an issue in a letter to the editor or individual.

The letter is to be a public official other than a local school official. Addresses are available on the editorial page of the newspaper and at the library, as well as in the phone book(the first section deals with government officials). The addresses to which letters to the editor are to be sent is on the editorial page of the newspaper.

HINTS:

1. Send the letter to the appropriate person and spell the name correctly.
2. Include your name and address
3. Make it legible
4. Limit the topics addressed in the letter. Write several letters instead of grouping many issues into one.
5. Use your own words and expressions. Avoid trite slogans and canned arguments.
6. Be precise and show that you are aware of the relevant legislation, issues, regulations, and whatever else affects your concern. Identify a bill or issue clearly, giving a bill number if possible.
7. In dealing with legislators, stress the local or state impact of an issue. Remember they need votes and you can vote at 18.
8. Try to get a commitment for some specific action. If a request is made, a follow up letter may be sent.
9. Use proper letter format.
10. Offer all the support that you can for your stand, including evidence of such support. Give reasons for your position.
11. ***DO SOME RESEARCH!!!!***