

Figure 4.11: Letter to the Editor Guidelines for Secondary Students

The letter to the editor (LTE) provides an opportunity to demonstrate your ability to use important skills: conducting research, developing a position on an issue, demonstrating awareness of the audience, and reflecting on your work. Use this worksheet to stay organized and reflect on how you're doing. Where do you see growth? What changes have you made? What still needs work?

Stay organized	Reflect on your progress
Research	
<p>Read several LTEs to become familiar with the format and requirements.</p> <p>Select a current issue that is important to you and find out what other people think by searching reliable online or print sources. You will need to cite one or two experts in your LTE about the issue.</p>	
Develop a position	
<p>Use the writing process to deepen your understanding of the issue (draft, get feedback, rethink, draft some more, get more feedback, revise again). When you can articulate and support a clear position on the issue, you are ready for fine-tuning.</p>	
Demonstrate awareness of your audience	
<p>Think about the editor who will decide whether to publish your LTE. You want this very important person to think your LTE is informative and lively, original, and appropriate. Fine-tune your work to achieve a style that suits you and is suitable for a LTE.</p> <p>The editor will expect your LTE to be free of usage errors. Proofread carefully and then ask group members to check your work.</p>	
<p>In consultation with your teacher, submit your LTE to a local newspaper for publication, adhering to the guidelines in the newspaper.</p>	