

## Planning for A Letter to the Editor

1 Decide on three main points for your letter.

#1 ..... #2 ..... #3 .....  
 .....  
 .....

2 Establish the register or style of language.

TYPE OF PUBLICATION .....  
 (newspaper, magazine etc)

=> REGISTER

TARGET READER.....

3 Structure your letter.

Word Limit = ..... (CPE 300-350 words; TOEFL iBT task two 300 words minimum)

	Skills Needed	Brainstorming ideas
First paragraph (words .....)  Reason for writing	Establish who you are writing to.  Deal with 3 main points  A narrative tone including personal experience	
Second paragraph (words .....)  Discuss the 3 main points	Show narrative skills  Give factual information effectively  Show a range of vocabulary and expressions	
Third paragraph (words .....)  The other side of the coin	Show an ability to consider opinions contrary to your own	
Fourth paragraph (words .....)  Endorse and refute ideas	Be able to use persuasive but formal language  Show skill at arguing your point	
Fifth paragraph (words .....)  Ending	Find a neat ending to your letter	

