Write to Defend

Name __________________________________________
Date __________________________________________

Today you will use your voice to become a defender...

Your task:
To compose a letter to an official about your selected issue.

- You will complete a hand-written or typed rough draft of your letter in class.
- A typed, double-spaced second draft of your letter is due ________________.
- Your third (and final) letter is due on ___________. This letter should be single-spaced.

Steps:

1. Choose who you want to write to about your issue.
2. Once you have decided on the recipient of your letter, you can start to think about the content. As with any type of writing, brainstorming is a great place to begin. Use this page to gather your facts, thoughts and ideas. Consider what you know about the issue, how you feel about the issue, and what you want the recipient to do about the issue.

Brainstorming Box:
Write to Defend

Steps (Continued):

3. Now that you have started thinking about content, you are ready to think about form. Base your letter on the following template:

Your name
c/o your teacher’s name
Your school address

Date

Recipient’s name
Recipient’s organization
Recipient’s full address

Dear ________________________,

Begin the first paragraph by introducing yourself. Include who you are, and where you are from. Identify the topic of your letter, and explain how and why you became interested in this issue. Include what you are doing about the issue and/or what you plan to do about the issue.

In the second paragraph, include factual information (what you know about the topic) and emotional response (how you feel / what you think about the issue). In the third and final paragraph, address the official you are writing to. You may ask him/her questions and/or make suggestions.

Finally, include a respectful closing. For example: Thank you for taking the time to consider my letter. I look forward to hearing from you.

Sincerely,

Sign your name
Print or type your name

Writing to officials: If you are writing to a public official to give your views on a given issue it is important to show you have a good understanding of the subject, but as always, keep it brief and make sure you get your facts right. Do not be afraid to say why you care about this issue or to include personal experience if it is relevant. You should also include any suggestions you have for solutions to the problem — but do so respectfully. Ask the official about their own views and what action they are planning. From www.unicef.org/vo
Write to Defend

Steps (Continued):

4. Reminders:
   • Know your audience. Always be polite and respectful!
   • Keep your content clear and focused. Stick to the issue. Don’t use too many words – just make sure you use the right words.
   • Make sure all your facts are 100% accurate.
   • Check, double check, and triple check your spelling and grammar.
   • Revise your letter based on your own editing and that of others.
   • Use your powers of persuasion.
   • Know that you can make a difference.

Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Possible</th>
<th>Self Evaluation</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follows format of a business letter and includes all required information</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body of the letter is clear and focused (sticks to the topic)</td>
<td>10</td>
<td></td>
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<tr>
<td>Letter includes accurate factual details</td>
<td>10</td>
<td></td>
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<tr>
<td>Letter includes persuasive techniques</td>
<td>10</td>
<td></td>
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<tr>
<td>Letter shows a clear understanding of the specific audience</td>
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<td></td>
<td></td>
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<tr>
<td>Evidence of revision</td>
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<td></td>
<td></td>
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<tr>
<td>Grammar and Mechanics</td>
<td>20</td>
<td></td>
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<tr>
<td>Total</td>
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