

# LETTERS TO THE EDITOR:



1. **Review** : Remember what you have learned and answer the following questions :

➤ What is a letter to the editor?

- A **letter to the editor** is a \_\_\_\_\_ written by a \_\_\_\_\_ about \_\_\_\_\_.
- The \_\_\_\_\_ has a strong **opinion** about something that is happening in \_\_\_\_\_ writes a letter expressing his or her \_\_\_\_\_ and offering \_\_\_\_\_.
- It starts with \_\_\_\_\_ and \_\_\_\_\_, then addresses the \_\_\_\_\_.
- The body of the letter includes: \_\_\_\_\_ and \_\_\_\_\_.

➤ Useful terms: What is an opinion and a solution?

- An opinion is what YOU \_\_\_\_\_ about something. Other people \_\_\_\_\_ not \_\_\_\_\_ the same opinion as you.
- A solution is \_\_\_\_\_  
There can be \_\_\_\_\_ solutions to the problem.

**2. Look at the example and name its parts:**

**What is it?**

<b>The London Daily Herald</b>	<i>Name and address of the newspaper</i>
<b>12 Fleet Street, London</b>	
<b>28<sup>th</sup> October, 2018</b>	
<b>Dear Editor,</b>	
<b>Recently many people have been talking about the evils of teen labour. There are many 'do-gooders' complaining about teens working after school hours and saying that they should be studying instead. I think that they are wrong!</b>	
<b>It is a good thing for teenagers to be working. Firstly, it is a normal thing in many countries around the world. If teenagers are not working for some business, they would be working at home. At home, they start at a younger age and usually have more to do but they do not earn any money.</b>	
<b>As well, many teenagers waste their time playing video game and hanging out in the streets. They should use their time to help their families, learn new skills and get working experience. Also, I have met many working teenagers and they looked happy and proud that they are working to help their families and earn money for their needs.</b>	
<b>There is another reason why teenagers should work. Their energy and fresh ideas help our country and our businesses to become stronger and richer.</b>	
<b>The government should not listen to these people. Working is good for teenagers and good for our country! We should support teen employment and give them job more opportunities that will help them become more responsible and earn their own money to be more independent.</b>	
<b>Yours faithfully,</b>	
<b>David Gee</b>	

**3. Answer the questions according to the letter above:**



- What is the first thing that the author writes at the top of the letter? \_\_\_\_\_
- What comes AFTER the address?  
\_\_\_\_\_
- How does the author start the letter?  
\_\_\_\_\_
- How does the writer feel about teens working?  
\_\_\_\_\_
- What are the reasons given for their opinion? Make a list of reasons from the letter:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- What will happen if teens do not get a chance to work?  
\_\_\_\_\_
- What does the author suggest in the end of the letter?  
\_\_\_\_\_
- Where does the author put his name?  
\_\_\_\_\_



#### 4. Write your own letter:

- START WITH NAME AND ADDRESS OF NEWSPAPER

- DATE

- SALUTATION

- START WITH THE ISSUE/PROBLEM THAT YOU WANT TO TALK ABOUT

- GIVE YOUR OPINION

- REASONS FOR YOUR OPINION

- SOLUTION

- FINAL SALUTATION

- YOUR NAME