



Identify the structure and the layout of a letter to an editor by answering two levelled questions

1. Each of the following statements corresponds to a paragraph in the letter. Write the numbers 1-4 in the boxes provided.

**In this paragraph the writer:**

a. states her opinion, justifies it and gives examples.

b. summarises the points she has made.

c. refers to the original newspaper article she is responding to.

d. makes suggestions/recommendations.

e. explains why she is writing.

