

## TIPS FOR WRITING GOOD LETTERS

**SPELLING:** Spell check. Spell check. And Spell check again. Nothing hurts your cause more than a sloppily written letter with lousy grammar and misspelled words.

**FACTS:** Get your facts straight. Make sure you know exactly what it is you're talking about before you get involved in critiquing somebody else viewpoint in print. Remember, there's a chance your letter will be reproduced someplace for others to read, you want to leave a solid impression. You will gain creditability with solid research. Draw your facts from the knowledge that you've gained from your research...

**QUOTES:** It always helps your cause if you can quote directly from the article or position that you are writing about. Also know dates and people that you agree or disagree with to support your position.

**ARTICLE:** If its an news article that you are responding to, have it right in front of you while you write your rebuttal. This will inspire you to do a much better job on your response.

## THINGS TO REMEMBER IN THE FORMAT

**YOU:** In paragraph one identify yourself. Make it short and sweet. But provide enough details about you so that the reader will know by the end of that paragraph why you're going to be interested in this particular topic. Your greatest weapon here - particularly in writing to representatives, is your age - you are the youth of America. Always remind them of that!

**GROUP:** make a group decision within your ACT group if it is to your advantage to identify your group in the body of the letter. If it is, then identify it and explain just what it is that your group stands for...ie mission statement. If not then stay personal.

**THEM:** In paragraph two tell them what it is you're responding to. Again short and sweet but identify the general item it is that you're happy or unhappy with.

**DIG IN:** In the following paragraphs explain just why you feel as you feel. As you do remind the reader that you do know what you are talking about...in the way you write and the position you take.

**END IT:** Punctuate your letter with a good ending! Sometimes people only remember the beginning and the end of things. Leave em with a little pizzazz.

**RESPONSE:** ...and let them know that you expect a response.

### **A FEW THINGS TO KEEP IN MIND -**

Most people don't know the facts! When it comes to public policy and public interest a lot of what is said and thought and repeated - is just something somebody has heard. Make your case with facts. Make it clean.

Make it your goal to educate the reader whether friend or foe.

And Finally...

Do not forget that this country was founded on the vision and the relentless efforts of special interest groups. If the Sons of Liberty can resist and defeat 18th century British imperialism you can work within the bounds of your own elected government to bring about change in the system and help to create a more just world.

**JUST GO DO IT!**