

Letter to the Editor Standard Planning Sheet

Take the article or editorial that you've chosen to write about, and use this analysis sheet to do a rough outline for your letter to the editor.

1. Which article or editorial are you commenting on?

2. What's the topic that you're going to write about?

3. What's wrong with what the reporter said in the article or a person quoted in the article said, what the columnist or editorial writer said in the piece?

4. What's your alternative view, in one sentence?

5. List some of the facts or analysis points that support your view:
 - a)

 - b)

6. Concluding comment, wrap-up for your letter to the editor: