

Using a letter to the editor to respond to bias!

1. Find the article you want to respond to in today or yesterday's newspaper (any older and they won't print it).
2. Use the attached "LTE Worksheet" form to draft your letter.
3. THE HOOK – State your opinion about the news article in the first sentence, then refer to the article inside parentheses in this format: ("Title of press article," 3-letter month, day).
4. THE PROBLEM – State your opinion of the problem or bias clearly.
5. THE FACTS – Offer well-framed facts and statistics that correct the problem or add missing perspectives to the article. Use irony, soundbites and visual language.
6. YOUR SOLUTION – Propose a solution.
7. WHAT'S AT STAKE – In the final sentence, restate what action must be taken and who's affected if action is not taken.
8. SIGNATURE – Sign the letter with your full name, position, organization and city where you are located.

Sending the Letter

1. Always spell check!!!
2. Email your letter to the letter's editor (you can usually find the email address in the letters section of the paper).