**Editoritorial Response Format and Outline**

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| Opening paragraph 1 | Salutation:  Dear  Address who you are writing to |
| What are you writing about / in response to? Why you decided to write. |
| Why have you earned an opinion/ What makes your opinion worth listening to? |
| Why we should care or why do you care? |

|  |  |
| --- | --- |
| Development paragraph 2 | What is the opinion of the article? A summary of their main point and related evidence:  \*Refer to the article. |
| 1 |
| 2 |
| 3 |

|  |  |
| --- | --- |
| Development paragraph 3 | State whether you agree or disagree with the opinion of the journalist based on evidence from the article: |
| 1 |
| 2 |
| 3 |

|  |  |
| --- | --- |
| Call to action  Concluding paragraph 4 | The major problem |
| The major solution in your opinion |
| A thank you in your words |
| Signed, your name |

Please Remember!!

* Remember to be polite but strong
* Your letter should be one page to two pages long.
* Remember to place quotations “when shall we three meet again ” (Shakespeare) around words that are not your own. And in brackets after those words give credit to the person who said it.
* Edit your work
* Complete this outline and submit it with your final copy.
* Use a friendly letter format.

