

# Writing an editorial letter

WRITING

LEVEL  
Advanced

NUMBER  
C1\_4072W\_EN

LANGUAGE  
English



lingoda






## Goals

- Can explain the key features of editorial letters and explain their importance.
- Can write my own editorial letter and accurately use a range of techniques commonly associated with them.





We rarely agree with everything written  
in **newspapers** and **magazines**, and  
the way to let the world know our  
feelings is via an **editorial letter**.



## Preview and warm-up

In this lesson you are going to **review** some of the previous topics covered in this unit and learn how to write an **editorial letter**.



To the Editor,



## Speaking

**Answer the questions.**



1

How often do you read newspapers and magazines?

2

Have you read an article that you disagreed with recently?

3

What do you do when you disagree with something you read?



Do you remember these phrases from previous lessons? Can you give examples of each in full sentences?

dare I say it, but

it can be argued

the best  
possible reason

it can be  
concluded

I can honestly  
say



sincerely

strongly

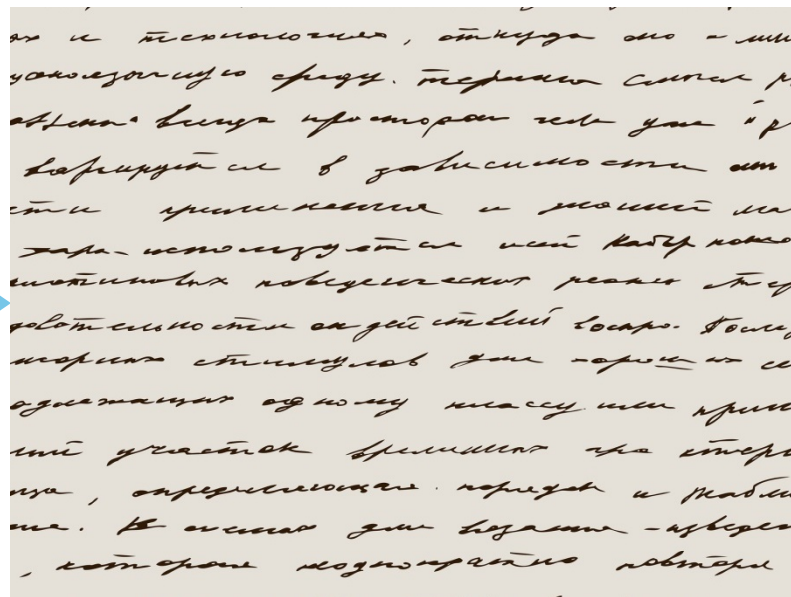
confidently



## Editorial letters

**Editorial letters** have certain characteristics that make them different to other letters and are outlined below.

- An **editorial letter** is addressed to the editor of a newspaper or magazine.
- It is usually published at or near the **front** of the publication.
- They take a position **for or against** an issue.
- They are usually between **200-300 words** and are concise and to the point.
- They are **polite** and **formal** in tone.





## Why write an editorial letter

There are many **reasons** why people choose to write **letters** to the **editor**. A few are explored below.

You are angry about something

You want to draw attention to an issue

You want to educate the general public on a certain matter

You want to influence public opinion

You want to influence public policy makers indirectly

You want to suggest an idea to others







## Reading editorial letters

Do you usually read the editorial letters in newspapers and magazines?  
Can you remember one that you've read?





## Key issues

**Do you feel that the press in your country is ignoring a key issue at the moment? If you could encourage them to focus more on any issue, what would it be?**





## Writing letters

**Have you ever written  
an editorial letter?  
Why did you write it  
and on what subject?**



## Structuring the letter

A letter to the editor should follow the format below.

Open with a simple greeting	<b>To the Editor</b> if you don't know the editor's name, or <b>Dear Mrs Jones</b> if you do.
State the article you are responding to (if you are)	<b>I am writing with regard to</b> the article The Electronic Death of Music <b>published</b> 8 <sup>th</sup> May.
State your position	Say why you are writing and what you believe: <b>I was outraged by the article...</b>
Provide evidence or examples	Use statistics, data, survey results etc.
Say what you want to happen	I demand a written retraction!
Sign the letter	Use your full name and title, if relevant. Or if you prefer, you can remain <b>anonymous</b> .



## The beginning

**Read through the beginning of this editorial letter.  
What is the author writing about?**

To the Editor,

I am writing with reference to the article The Electronic Death of Music published on 3<sup>rd</sup> March. This article discussed what you referred to as 'the decline of music', which you said was a consequence of the advent of electronic music.





## The middle

**Read the main part of the letter.  
What examples does it give?**

I have to say that I wholeheartedly disagree with what was written in that article. While I do understand that technology has made access to music easier, and has made music easier to produce, I absolutely cannot agree with the contention that music is dying because of the advent of electronic music. New music has always been described as experimental and this is exactly how electronic music should be portrayed. It is a type of music in its infancy, and dismissing it now is to do it a great disservice.





## The end

I sincerely recommend that the author of the article listens to some electronic music again, and perhaps takes advice from someone in the know about which subgenres might appeal to them. Another published piece, this time with a more balanced feel, on electronic music would go some way to appeasing this dissatisfied reader.

Thank you for your time.  
Kind regards,  
John Doe



**Read the end of the letter.**

**What does the author want the newspaper to do?**



## Choose a topic

Look at the following slides which review topics you learnt about in this unit. You are going to **choose a topic for your editorial letter** here.



What did you enjoy most in this unit?



## Women in tech (unit 5)

In this lesson you looked at the **underrepresentation** of women in technology based jobs. You discussed **gender issues** and ways to **incentivise** women to work in tech.

male-dominated  
challenges  
pursue a career



Women are chronically **underrepresented** in tech jobs.

## Smart living (unit 4)

servile  
decadence  
infiltration

In this unit you looked at what **smart living** means and the impact it will have on our lives in the future. You thought about the **pros and cons** of having everything connected, as well as discussing whether smart living would be good for us in general.



It will be difficult to **safeguard** our devices from attack.



Having everything done for us could result in **passivity**.

## Globalisation of ideas (unit 6)

homogenise  
heterogeneous  
dissemination

cultural norms  
infiltration  
spread out

In this unit you looked at the question of whether **ideas** are becoming **globalised**. You explored the possibility that **globalisation** is washing away **local cultures** and creating a **monocultural** world. You also looked at the counter argument, which was that the internet and technological developments are creating a **multicultural** world.

Some people worry that the **dissemination** of ideas across borders means that local culture is being **eroded**.



## Talk about the topics

**Which of the topics do you remember the most from the past unit? Do you have strong feelings about any of the topics?**





## Reading

**Read through the extracts from newspaper articles on the next few pages. Which one would you most like to respond to?**





## Women in tech

Tech companies are hiring more and more women but sexist attitudes within the companies remain. Once women are in tech jobs, they tend to leave quickly as they feel victimised, singled out, and alone. The solution to this is to put a hold on hiring women for now, until the deep-rooted sexism within organisations has been rooted out.



## Smart living



There are only positives to be drawn from smart living, as our lives are made easier and current problems are smoothed over.



## The globalisation of ideas

We shouldn't be worrying about the globalisation of ideas. The more connected we are, and the more in sync with one another's thoughts and actions, the fewer problems there will be in the world. Greater homogenisation in ideas and culture will lead to greater understanding, and will eliminate the religious and cultural wars that we see being waged now.





## Make a plan

**Make a plan for your letter.**

- Go back to page 12 which tells you how to plan and read through the extracts to help you.





## Write a letter

**Write your letter to the editor. It should be around 200 words, and polite and formal in tone.**



## Write a letter: part two

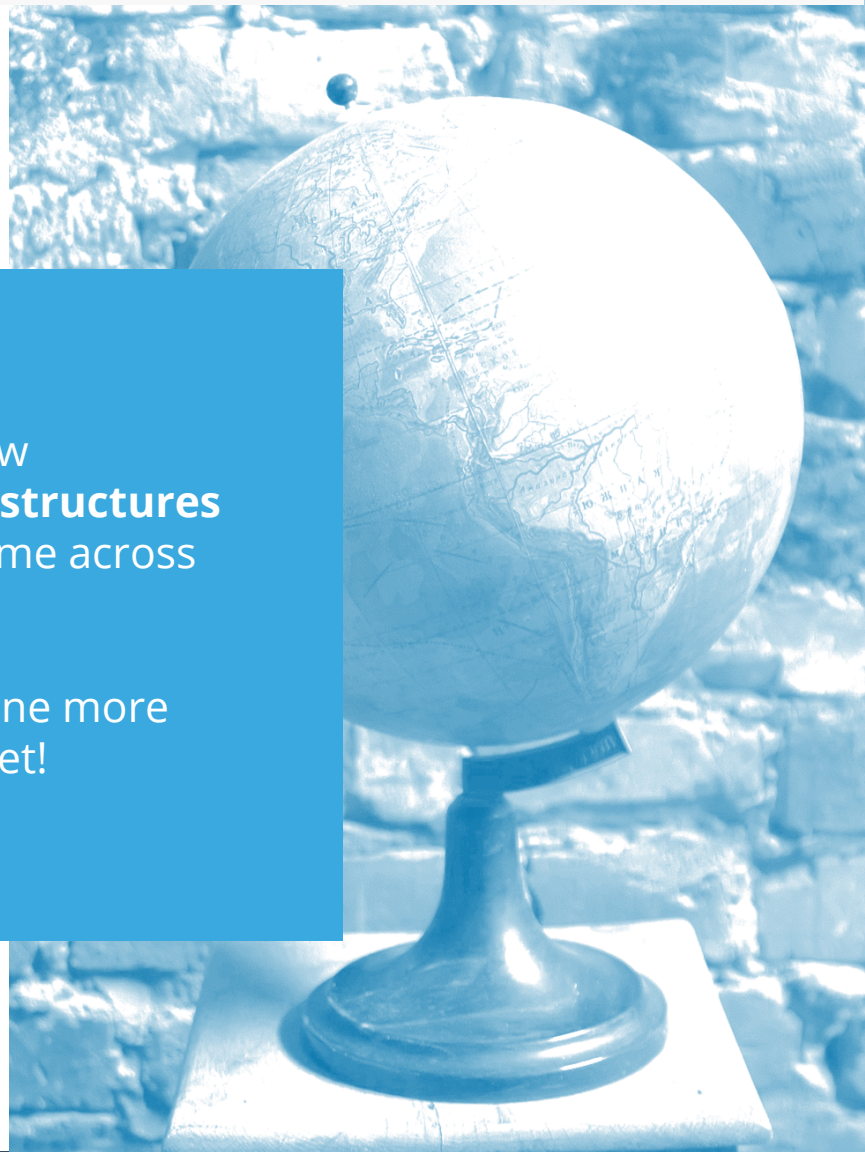
**Now, thinking about the same topic, try and write another letter to the editor with an opposing view. Be as creative as possible but retain the polite and formal tone.**

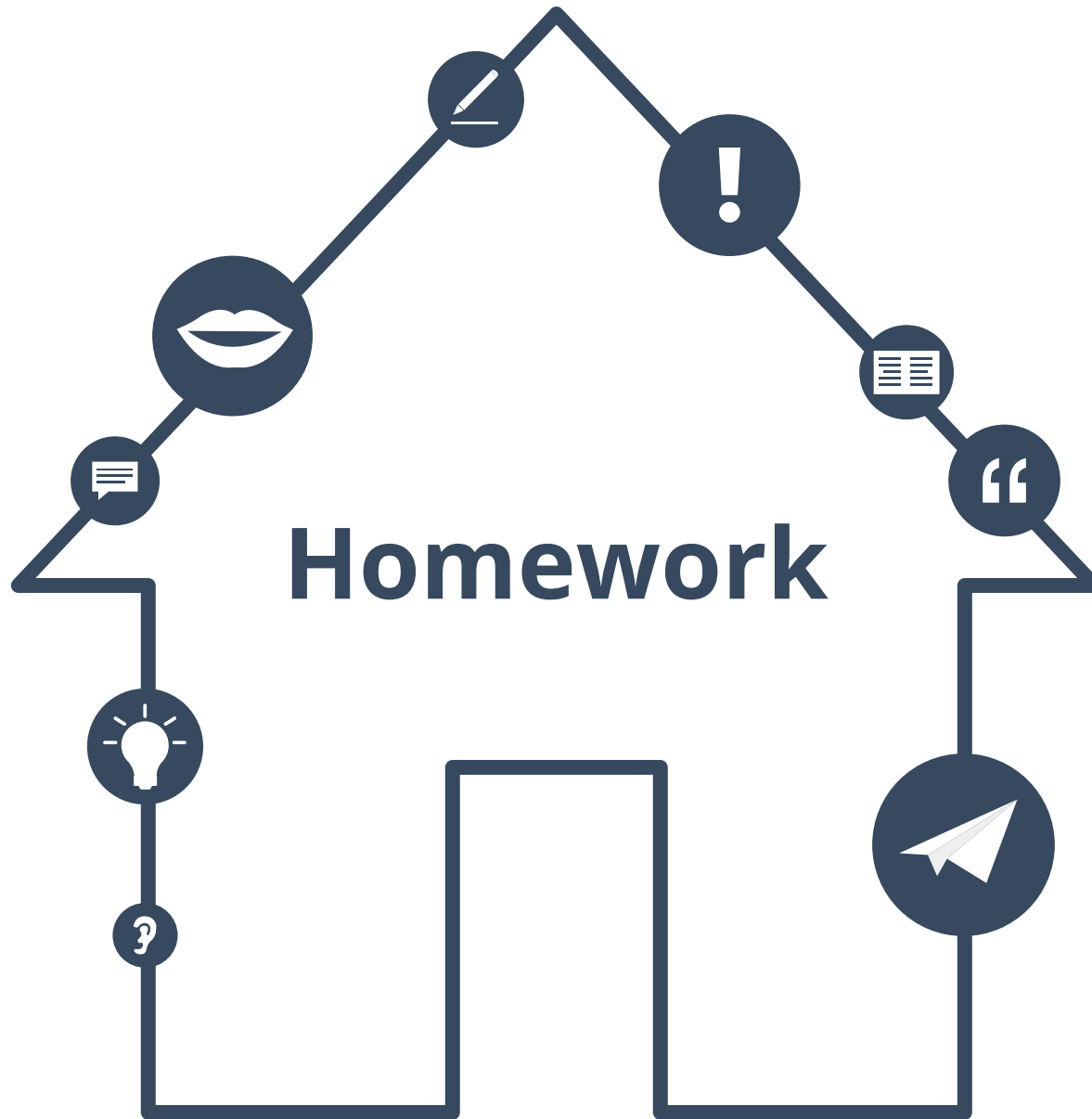


## Reflect on this lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!







## Writing

[illegible]



## Main points

**On the page below, list the main points you must consider and refer to when writing an editorial letter.**

The graphic shows a spiral-bound notebook with a light gray cover and white pages. A white sticky note with a torn bottom edge is stuck to the top of the notebook. The sticky note has the text "Points to consider" written on it. The notebook pages are lined, and one line has a green dot followed by the text "polite yet formal tone".

Points to consider

- polite yet formal tone



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