Letter to the Editor
UNIV 197B – Reading the New York Times

Monday, November 14, 2016 – Rough draft due
Friday, November 18, 2016 – Final copy due

Write a letter to the editors of the New York Times in response to a recent (last 2 weeks) news article or editorial that you have read.

Letters should be 150-200 words
The title, author and URL for the article you’re referencing should be at the top

What makes a good letter?
• Write briefly and to the point
• Write clearly
• Be civil. Irony and sarcasm don’t work well in this venue.
• Be prepared to back up your facts with evidence.
• Write about something off the beaten path.
• Focus on one important point – don’t try to address too many things.
• Remove non-essential words
• Use verified facts.
• “Create immediacy by indicating how readers will be affected by the issue you address when possible.”
• Suggest specific actions that readers can take.
• Hyperlink referenced articles and/or resources.
• Know your audience and take it into account in your language and tone.
• Don’t be insulting.
• Don’t assume that everyone will know jargon or acronyms.

If you’d like to submit your article to the New York Times, the information and guidelines are here:
http://www.nytimes.com/content/help/site/editorial/letters/letters.html