

Due: By Monday, 12:00 Midnight

Introduction: In college, we often write to the instructor for the purpose of demonstrating that we have mastered certain content and skills. In some ways, this assignment is similar, except the point is to demonstrate the ability to write to different audiences.

In this assignment, you will write two 3-paragraph letters. The letters will be written to two different audiences but will be on the same topic. One letter will be to a close friend, and one letter will be to your Senator. **Assume the legislature is considering the following:**

- Smoking will be banned in all public places, including parks, restaurants, bars, buildings open to the public, schools, hospitals, and sports facilities. The ban includes inside the buildings, the parking facilities, and 1000 feet from the buildings’ entrances.
- Illegal immigrants will be given amnesty and allowed to apply for work permits and, after two years, citizen.
- No violent movies or shows can be shown on television between the hours of 5:00 a.m. and 10:00 p.m.

Tasks

1. Select one of the topics above, and begin planning the two 3-paragraph letters you will write.
 - The first will be to a **close friend** to share your feelings, beliefs and opinions on this matter.
 - The second letter will be to **your Senator** to ask him or her to support your point of view.
2. Before starting to write, answer the following questions with a few words or a sentence. Write your answers at the top of each letter.
 - What is your subject?
 - What is your purpose?
 - Who is your audience?
 - What tone will you use?
3. Write your letters. Each should be three paragraphs. Think about what differences there should be between a letter you write to a friend and a letter you write to a Senator. How professional will each letter look? How formal will each sound? You do not need to include your answers to these questions in your assignment, but keep them mind.

Deliverables and format: Submit two “Letters” that have three paragraphs each in a Word document.

Font: Arial; 10pt
Line Spacing: Double
File Name: last-name-first initial **Letters**.doc
example: Daubert-Doug-A_letters.doc
Due: By Monday, 12:00 Midnight
E-mail: mail@dougdaubert.com

Before you submit the assignment, check it first!

CHECK IT FIRST

Before submitting the assignment, check it first to be sure:

- You answered the four questions for **each** of the letters.
- Your letters include three paragraphs:
 - Paragraph 1: Introduction stating your purpose for writing.
 - Paragraph 2: Providing your opinion and reasons.
 - Paragraph 3: Briefly restating your opinion and/or what you want done.
- The tone, word choice and level of formality are different between each letter, even though the information may be the same.

SUMMARY

In this lesson, you learned about:

- The personal and flexible nature of the writing process once the basic are learned
- Narrowing a topic or limiting a subject
- The many purposes of writing and examples of these
- Identifying audience characteristics
- Linking tone and levels of formality to appropriate audiences