Open Letter Format and Feedback

Name:_____

Who is your explicit audience? _____

Who is your implicit audience? _____

I.   **1st Paragraph→ Introduction**: *Introduce yourself. Identify your reason for writing this letter. Set the tone for who you are "calling out."*

II.   **2nd Paragraph→**
   a.   *Connect with your explicit audience*
   b.   *Identify the "problem" or issue that inspired you to write this.*
       i.   *Be specific about the problem with examples or data! Don't just state that people are poor in South Sudan. That's a Single Story! Find some specific data about wealth and poverty.*
       ii. *Identify who is "hurt" by the problem or issue. Think broadly!*

III. **3nd Paragraph→**
   a.   *Explain and show why this is an issue and what should or could be done about it.*

IV.   **4th Paragraph→Closing:**
   a.   *Conclude by specifically addressing your audiences again*
   b.   *Thank your audience*
   c.   *Use this final chance to make an impact on your specific and broad audience.*

*Name of Author:*_____   *Subject of Letter:*_____

*Name of Reviewer:*_____

1. *Who do you think is the (obvious) explicit audience? Who is directly being addressed?*

2. *Who do you think is the (implied/suggested) implicit audience? Who does the author intend to "overhear" this letter?*

3. *Who is being "called out?" Is the author being critical of someone or something? For what?*

4. *What did you feel was the overall message that this letter conveyed?*

5. *How does the author establish some credibility?*

6. *What are three specific examples the author uses?*

7. *What suggestions might you offer in terms of ways to enhance the diction (word choice) used in this piece?*

8. *Give this writer some kudos: What did you particularly like about this piece?*

9. *Do you have any other constructive suggestions to offer this writer?*