

## **Persuasive Writing: Editing and Feedback Tips**



Once you've written a draft of your letter, it's important to have someone review it and give you feedback. Ask a friend or colleague to read it and tell you if your letter is clear, if your tone does a good job communicating how you feel about the issue and, most importantly, whether or not your letter gets your opinion across in a way that will be heard.

### **Tips**

- **Compose a few drafts of your letter.**
  - The more writing you do, the more polished your finished product will be. Think through what you want to say on each revision so that your ideas are clear, well-worded and will have the best chance of influencing the decision-making process.
- **Write in first person.**
  - Use "I" and speak from your own point of view.
- **Make lots of notes.**
  - If you're having trouble getting started, just write down a bunch of ideas until something sounds right. Then start composing.
- **Look at examples.**
  - An internet search will provide many examples of well-written letters. Reading several examples will help you learn how a well-written letter sounds.
- **Write with a friend.**
  - Have a letter-writing date with a friend and compose your letters together. You don't have to be writing about the same issue, but can provide feedback and support and even make letter writing fun.
- **Get feedback and edit.**
  - Always have someone read your letter before you send it, especially if letter writing is new to you. After a while, you'll develop the skills you need to edit your own work effectively.

**Remember, letters to decision makers can be an effective way to influence policy changes or other issues that affect your community.**

**Taking the time to compose a thoughtful, well-written letter will help ensure your voice is heard.**