

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.