

TOPIC: PERSONAL LETTER WRITING

SUB-TOPIC: LETTER TO THE EDITOR

A Letter to the Editor is a letter written to the editor of daily printed publications to highlight the social issues of concern. In other words, it is a formal letter sent to a newspaper or a magazine to discuss the problems from its readers. The format of the letter should be followed strictly. It can also be written to get it published either through conventional mail or electronic mail. Usually, letters are intended for publishing in newspapers and magazines. But, sometimes published in other mediums like entertainment and technical magazines, radio and TV stations.

In general, a Letter to Editor Format will be seen in the first section of a newspaper or at the starting of a magazine. It describes for or against an issue or both. It can be written to create a lot of community discussion and stimulate the interest of the news media.

Editors read all submissions but most will automatically reject letters. Rejected letters include personal attacks to individuals or a particular organization, profanity, libelous statements, unreasonably lengthy or submitted anonymously. The larger the newspaper or magazine, there will be more competition for Letter to the Editor space. That means you need to write a prominent letter in order to get printed. Submitting an Letter to the Editor under a false name to criticize an opponent can have important consequences.

Reasons for Writing A Letter To The Editor

A Letter to the Editor is the most popular read feature in any newspaper or magazine. It allows you to reach a large audience. One can probably think of many specific reasons to write a Letter to the Editor. But, below-given are some of the general reasons for writing a Letter to the Editor:

- An individual gets angry at something and wants others to know it.
- An individual thinks a specific issue or problem is very important which needs to be spoken out.
- An individual's group's strategy is to convince others to take a particular action.
- An individual wants to propose an idea to others.
- An individual wants to impact public opinion.
- An individual wants to educate the general public on a particular matter.
- An individual wants to impact policymakers or elected officials in a direct or indirect way.
- An individual wants to publicize your group work and attract volunteers.
- An individual can write Letter to the Editor any time to discuss public opinion, share your feelings about people, ideas, or inform the public on particular issues.
- An individual can increase the awareness of issues on which their organization is working.
- An individual can use Letter to the Editor to begin a conversation on important issues. A planned set of Letter to the Editors can inspire public interest and media coverage.
- If newspapers unflinchingly disregard your news releases.

LETTER TO THE EDITOR-SAMPLE

THEME:

PRODUCTIVITY

Write a letter to the editor of a local newspaper highlighting your concerns on the rising number of unemployed youths in your community

	FEATURES
55 Prince Charles Avenue Charlestown 28th October 2015	Outside/sender's Address
The Editor The Fiji Times P.O.Box 1164 Suva	Inside/receiver's Address
Dear Sir/Madam	Salutation
<u>Re: unemployed youths</u>	Reference
As a concerned citizen, I wish to raise my views on the rising number of unemployed youths in Lautoka.	P1 – purpose
Many young people in Lautoka are often seen loitering the streets and some are even turning to petty crime as they are not doing anything productive with their lives.	P2 – reason
These young people are able bodied. They can do something positive with their lives while they still have the strength to do so but what they lack is opportunity. Many workplaces often ask that new workers come with experience. This is not fair on young people who are fresh out of school and are not given chances to get experience in the first place.	P3 – reason
While it is understandable that employers want only the best suited people in their organisations, it is also unrealistic to expect that the employment pool will be filled with experienced workers.	P3 – reason
What can be done is that the government can invest in technical or vocational institutions and have intern/apprentice programme where young people can get their experience as well as training. The government can even look into providing incentives to companies which have apprenticeship and training programmes. After all, these workers will become productive members of society who will pay taxes, and spend thereby causing a chain reaction leading to economic growth.	P4 – Solution to the issue
Private companies can also invest in these young people as their corporate responsibility. In the long run, it will benefit them as they will end up with a more productive workforce and productivity means more profit.	P5 – Solution
If these young people are not given the opportunity to better their lives, they will turn to crime and become burdens not only to their families, but to the nation as a whole – as the nation will have to fund their stay in the hotel of life!	P6 – Result if action is not taken

It is hoped that concerned stakeholders be proactive in their approach to their unemployment problem before it gets out of hand.

Yours faithfully

A Amol

Aarti Amol

P7 – Concluding statement – what needs to be done by the relevant stakeholders

**Complimentary Close
PS: Sign and then write your name**

EXERCISE

The theme of this Question is: **Healthy Living**

Write about **180 to 200 words** on **one** of the topics. For this question, ensure that you pay close attention to, and have at least **three** main ideas based on the theme.

Use this address: 23 Thompson Place, Waiyevo. Use the name Mirah Shah for girls and Albert Dass for boys.

Write a letter to the Editor of a local newspaper expressing your views on the need for people to get vaccinated when there is a massive increase in the COVID 19 virus around the country.

COMPREHENSION PASSAGE

Read the passage carefully and answer the questions which follow. Use your **own words as for as possible**

CRIME IS EVERYONE’S FIGHT

	<p>The common <u>perception</u> is that crime control is the work of the Government, police; judiciary and the prisons authority even though police have repeatedly said it is everyone’s responsibility.</p>
5	<p>Robberies including those in broad daylight seem to have increased significantly and an alarming trend was observed in the level of violence associated with them. Apprehending thieves is becoming a more difficult task as the robbers, usually from the lower socio-economic grounds, become more sophisticated and aggressive with the weapons they use to carry out their activities.</p>
10	<p>Usually <u>they</u> come armed with cane knives, wearing balaclavas, gloves, rope and rods to threaten their victims or even hurt them if they have to, in order to steal money or any valuable they can later sell, often at well below market prices. The business community has expressed alarm at the surge in violent crimes near police stations around the country and the lack of police presence when there was a need for extra security.</p>
15	<p>This week an insurance company in Valelevu , Nasinu, was stormed by eight masked men who fled with valuables after tying and threatening two staff members and a customer. Sun insurance manager Paras Naicker said the robbery took place 60 metres from the Valelevu Police Station and showed the lack of police presence in the town’s central business district. Another businessman Dave Evans, who is involved in crime prevention, said people needed to report anything suspicious that happened in their neighbourhood no matter how trivial otherwise police would not be able to help them quickly.</p>
20	<p>Mr Evans, chairman of the Lami Crime Prevention Committee, said the need for more vigilance was evident given the rise in home invasions and the fact that criminals were staking out people’s home in daylight by pretending to be enquiring about their matters. “It will be pretending to be enquiring about their matters. “ It will be impracticable to demand for a 24 hours static police presence on a particular establishment alone as we have the whole community as customers. Mr Ravula said the neighbourhood watch programme was designed to enhance partnership with the community in the fight against crime.</p>
25	<p>He said the programme was quite effective as members of the community were exposed to the roles performed by police in the battle against crime. On reports of the new trend of daylight robberies and home invasions in urban areas and what police were doing to control it, Mr Ravula said, “We are aware of this and are taking necessary measures to counter these Crimes.”</p>
	<p>We encourage members of the community to participate in the various crime prevention and community policing programme. “People will then understand the importance of fighting crime as we endeavor to create a safe environment for our children, women and all members of the public.”</p>

Source: internet.

QUESTIONS

A. MULTIPLE CHOICE

Choose the most appropriate answer. Write the letters of the answers you choose in your Book.

1. The word similar in meaning to 'perception' (line 1) as used in the passage is:

- A. understanding
- B. knowledge
- C. belief
- D. faith

2. The word 'they' (line 7) refers to:

people from lower social background

people from higher social background

the police

the thieves

3. According to Sun Insurance manager. Paras Naicker, the robbery occurred due to:

- A. the office being left open
- B. thieves getting smarter
- C. police's irregular patrols
- D. lack of burglar bars

4. The term 'trivial' (line 16) is synonymous to the word

- A. unimportant
- B. improve
- C. solve
- D. attentive

(4marks)

B. COMPLETION

Complete the following sentences in your Book. Use the ideas given in the passage, but try to use your words where possible.

5. The business community has expressed alarm at _____
_____ and _____
(2marks)

6. The neighbourhood Watch Programme was quite effective in the sense _____

(1mark)

7. Mr Ravula said, "It is important to fight crime to _____

(1mark)

8. Accounting to Mr Ravula police will not be around the clock because _____

(1mark)

C. OPEN – ENDED

Answer each question in your Book. Use your own words as far as possible and also use complete sentences.

9. According to police who was responsible for controlling crime?
(2marks)

10. Give a reason why it was becoming difficult to catch thieves even in broad daylight.
(1mark)

11. Why is there a need for more vigilance around the homes as stated by Mr Evans.
(1mark)

12. Comment on whether or not the title of the extract is appropriate, giving reasons.
(2marks)

FRIDAY THE 11th OF JUNE 2021

LANGUAGE

GRAMMAR AND VOCABULARY

A. WORD FORMS

Write the correct form of each word given in bracket to fill in the space in the sentences given below.

1. Cameron was _____ thanked for rescuing ten people during the flood. (public).

2. Mikasa was well-liked by his workmates because of his _____ (help).

3. The old lady's _____ words that a disastrous hurricane would come came true early this year (prophecy)

4. "You have _____ a serious offence", the judge told the offender. (commit)

B. PROOF READING

Each of the following sentences has an error. Identify **the error** write the error and the correction. Do not write out the whole sentence.

1. The pencils on the table needs sharpening.
2. David said that Tomasi's analyses was ludicrous.
3. Vika boasted that her dress was prettier then mine.
4. "My mother was angry when she found out that I wore a make-up to school," said Tima.

C. OPPOSITES – USING PREFIXES

Write the correct form of the opposite in the space provided in the Answer Booklet.

1. encouraging
2. reconcilable
3. mobilize
4. evitable

D. CONFUSING PAIRS

Choose the correct word from the pair in brackets.

aiana was under the _____ that she was a fast runner until Irene beat her.
(allusion/illusion)

The drought has begun to _____ schools," announced the Minister of Education.
(affect/effect)

he school _____ called a special assembly. (principle/principal)

ruce Lee was _____ but he still killed the gun-wielding bandits.
(disarmed/unarmed)

E. REWRITING

Rewrite each of the following sentences, according to the instructions given in brackets. Do not change meaning of the sentences.

Jessica eloped with a Christian. She also took all her father's jewellery.
(**BEGIN:** Not only.....and combine into one sentence)

Chinese people bury their dead. Hindus usually cremate those who have died.
(**USE:** whereas)

Rita did her homework badly because she did not listen carefully to Mr Sau's instructions.
(**BEGIN:**Had.....).

John was dux of the school in 1981. He captained the first xv too.
(**USE:** Not only.....but also)

THE END