

## WRITING EFFECTIVE LETTERS TO THE EDITOR

### THE TSTA MESSAGE

Teachers and parents know what makes a classroom a better place for children to learn:

- Good teachers
- Small classes
- Discipline and safety
- Up-to-date books and teaching materials that meet high academic standards.

### WRITING EFFECTIVE LETTERS TO THE EDITOR

- “We love focused letters that make a point with humor, irony or precision.” –The Dallas Morning News.
- Decide your letter’s target audience. That will help determine its content.
- Keep it short. Do not exceed the newspaper’s stated length for letters to the editor, which is typically in the range of 150-250 words.
- Proofread carefully.
- Keep it accurate.
- Support your message with personal or local examples or anecdotes.
- Use data, statistics and other factual information, but try to keep it local and keep the human faces on it.
- Identify yourself as a member of TSTA and your local.
- Avoid profanity, libel and personal attacks.
- Include your complete contact information.
- Submit your letter early.
- E-mail your letter, if possible.
- DO NOT send multiple copies of canned letters.

