**Option to Write A Letter (a walk thru)**

**Your Task:**

* **You will write a letter**
* **Required length: 700 words750 words minimum 3-4 pages DS (Double Spaced) minimum**
* **Good Paragraphing for new topic**
* **Draft due to the Open Lab by Wednesday December 8**
* **Unit 3 Final Letter due with Final Writing Portfolio on December 13.**

\*What this assignment IS NOT:

It is NOT simply a copy and paste material from your RAB activity!

As the writer of this letter:

1. **Identify** yourself as a member of a particular community.

**Identity**: Consider factors such as age, neighborhood, nationality, speaker of a particular mother tongue, education, race, social class, gender, sexual orientation, gender identity, or religious faith. Of course–not all of these: Only what is relevant. How do you identify yourself in connection to the information you want to communicate? Do not tell me you are Asian American or that you are a college student if this has nothing to do with the message of your letter.

For example – Are you a person with family members around the world who is considering travel to see family and friends you have not seen in a very long time? Are you a member of a community where many of your peers/neighbors do not believe in the seriousness of the pandemic and instead take faith in the misinformation on the pandemic? Are you a young person who looks around and disapproves of your young adult peers who flout the social guideline rules? In other words place yourself in connection to the community/ies you think needs to hear the message you discovered out of your research.

1. Then determine your **audience**.

**Audience**: To whom will you address your letter? Who might benefit from your research? Who needs to hear your message.? This is your audience. Do you think your audience will be members of a particular group or community or organization? Are you addressing a local community, say residents of a particular Brooklyn neighborhood, or a community/group on a larger scale–state, national (fellow Americans), or global? Similar to considering your own identity as the letter writer --- for your audience, you will consider factors such as age, nationality, speaker of a particular mother tongue, education, race, social class, gender, sexual orientation, gender identity, religious faith.

1. The audience then determines the **purpose**. Will you **persuade** or **inform** or **provide a solution**?

**Persuade or Inform or Provide a Solution.** This part is **your message**; your message will be informed by what comes out of your new-found knowledge from doing the research *BUT it will be your own original message*. Your message will be your own new thinking that has grown out of your research. You cannot just cut and paste from the sources you found for your research.

1. Give **support** for your thinking.

**Support**: Refer to at least one of your sources and include a **hyperlink** to that source.

1. **Include visual elements**.

**Visuals**: Include photos or artifacts that can provide a visual connection to your letter (has a connection to your message or could be a symbol of your message).

**In class, we did a genre analysis of the mentor text, Lisa Wu’s letter titled “**We Need to Call Out Anti-Asian Racism For What It Is Racism, Period” **and I provide other mentor texts in the Unit 3 Assignment. Mentor Text:**

[“We Need to Call Out Anti-Asian Racism For What It Is Racism, Period” by LWu](https://openlab.citytech.cuny.edu/lwueng1101co-fall2021/2020/12/13/3622/)

["Letter From Birmingham Jail" (excerpts) by MLKing](https://teachingamericanhistory.org/document/letter-from-birmingham-city-jail-excerpts/)

“[Letter From Birmingham Jail” (entire)](https://www.theatlantic.com/magazine/archive/2018/02/letter-from-a-birmingham-jail/552461/) MLK

[Letter to City Council on Affordable Housing](https://openlab.citytech.cuny.edu/lwueng1101co-fall2021/files/2021/11/Cindy-Ashley-Letter-WNH-RSM-HE-Comment-to-City-Council-on-2021-10-27.pdf) by Cindy Ashley, Orange County Activist

**SCROLL DOWN MORE BELOW TO SEE PARTS OF LETTER**

**We noted these parts of the letter:**

**INTRO part**

* **Salutation to your AUDIENCE**
* **Identify yourself and how you connect to the issue**
* **Give your message, your PURPOSE.**
* **Explain why your message is important.**

**BODY part**

* **Engage the reader with storytelling. Use personal narrative (we learned this in Unit One).**
* **Explain the problem, the crisis, the current issue.**
* **Give evidence. Refer to your research (but do not copy your research verbatim into your letter). Facts, statistics, historical events.**
* **Show that you are an expert, that you have the authority to speak on this issue.**
* **Use visuals to accompany your points here in the body.**
* **Argue, persuade, convince or inform**

**CONCLUSION part**

* **Provide a solution,**
* **a call to action, or**
* **a manifesto.**
* **Refer back to the message in a clever way (remember Annie Correal ciricled back to the photo album)**
* **Repeat your message in a new clever way**
* **Complimentary Closure and Signature**
	1. **Option to Write A Letter**

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**Mentor Text:**

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