



Unit 3

Letter to the Editor

What can you do to help the victims of a natural disaster? Think of what to write in a letter to the editor. Complete the table below with your own ideas.

Purpose	<ul style="list-style-type: none"> Why am I writing this letter? 	To ask _____ to offer help to _____
Details of the problem	<ul style="list-style-type: none"> How do I learn about the natural disaster? 	From _____
	<ul style="list-style-type: none"> What happened to the people, houses and environment there? 	Many people _____.
	<ul style="list-style-type: none"> Where are the victims living now? 	A lot of victims _____.
	<ul style="list-style-type: none"> What do the victims have? 	_____
	<ul style="list-style-type: none"> What do the victims need? 	The victims need _____.
	<ul style="list-style-type: none"> What difficulties do they face? 	_____ is / are too _____ to _____.
Suggestions	<ul style="list-style-type: none"> What do I suggest people do? 	I suggest _____ in order to _____. I also suggest _____.
	<ul style="list-style-type: none"> What shall we do about the money raised? 	We shall _____.

Date: _____

Now write a letter to the editor with the help of the table. Write at least 120 words.

----- Greet the editor.

I am writing to request _____

Paragraph 1:
State the purpose of writing this letter.

Paragraph 2:
Talk about what the victims experienced, their current situation and their needs.

Paragraph 3:
Suggest ways to help the victims, call for support by writing 'It is never too late...' and thank the editor.

Give the correct closing and sign your name.