

Graphic organizer: Writing a personal comment

Introduction:

Help your readers to understand the context, give necessary background information to understand what you are going to comment on, e.g. name the statement, say in what context it was made and explain what it means in this context.



Main part:

State your own opinion on that topic clearly:

Say if you agree or disagree with the statement.



Explain your opinion:

Present arguments, explain them and illustrate them with examples.



Conclusion:

Sum up your main arguments and your own opinion as the logical conclusion. You may point out the consequences of your position.



Graphic organizer: Letter to the editor

Salutation:

Sir or Madam,

Introduction:

Name the title, the author and the date of publication of the article and present your reason for writing this letter (as given in the assignment).



Main part:

State your opinion clearly,

e.g. on the issue, the author's view or the way the issue was dealt with in the article.



Explain your opinion:

Give arguments and support them with examples. Refer to the article where necessary or helpful.



Conclusion:

Write a final paragraph in which you sum up your position and e.g. state resulting demands.

Signature:

Give your name, city, country (if you are writing to a foreign newspaper).

M2: Graphic organizer: Letter to the editor (Rommerskirchen)

