

## GUIDELINES FOR POLITICAL LETTER WRITING

- 1) Identify your target. Ask yourself which individual will have the greatest influence or control over the issue you intent to raise, Examples:
  - a. Local M.L.A.
  - b. Minister of Learning
  - c. Minister of Finance
  - d. Party Leader
  - e. Opposition Party leader and critics of Finance and Education
- 2) Identify yourself. Portray yourself in a manner that is most relevant to your issue. You might be; a constituency member, a party member, a veteran teacher or one just starting out. You could be a rural or urban teacher; high school, elementary or inner city. You may simply be an undecided voter who just happens to teach.
- 3) Provide background data to make it clear you are an informed member of the body politic. You might wish to cite;
  - a. Working conditions
  - b. Rising expectations
  - c. Inadequacy of past settlements
  - d. Comparative salaries
- 4) Ask the one question that you answered. Avoid long shopping lists. Get to the point and make your question simple, direct and specific. The more vague and general the question, the more likely you will receive an answer in kind. Example;

“Is your party prepared to dedicate sufficient funding to allow government, trustee, and teacher negotiators to conclude contract that will meet the needs of teachers?”
- 5) Do not forget to thank the individual for their time and anticipated quick response.