

## Local Letters for Global Change: Letter-writing Worksheet

Select a Pulitzer Center news story and use it to help explain a global issue, how it connects to your community, and what should be done about it. This worksheet will help you get started! Suggested stories are available at [www.pulitzercenter.org/localletters](http://www.pulitzercenter.org/localletters), and all eligible stories are available at [www.pulitzercenter.org/stories](http://www.pulitzercenter.org/stories).

For instructions on how to enter your letter into the Pulitzer Center's 2024 Local Letters for Global Change contest, visit [www.pulitzercenter.org/localletters](http://www.pulitzercenter.org/localletters).

**Deadline:** November 15, 2024. Questions? Email us at [education@pulitzercenter.org](mailto:education@pulitzercenter.org).

**1. While you explore your story:** Take notes that will help you write your letter.

<b>Your name</b>	
<b>Title of the Pulitzer Center news story you selected</b>	
<b>Journalists(s) who reported your story</b>	
<b>Publication / News outlet</b>	
<b>What global issue(s) does the story describe?</b>	
<b>Does the story share any potential solutions to the issue(s)? If so, describe them.</b>	

<p>What numbers, facts, or quotes stand out to you? Note these down.</p>	
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**2. After you explore your story:** Write a letter to your representative using this template.

<p>Salutation (Dear _____,) - include the name of your representative.</p>
<p><b>Paragraph I: Short summary of a global issue</b></p> <ul style="list-style-type: none"><li>• What issue do you want your representative to address?</li><li>• Why is this issue important globally? (Remember to cite evidence from the Pulitzer Center-supported story! You can use additional sources to find evidence, too.)</li></ul>
<p><b>Paragraph II: Why is this issue important to your local community, and/or to you personally?</b></p>

<b>Paragraph III: Proposed action</b> <ul style="list-style-type: none"><li>• Why are you writing to this person? What power and/or responsibility do they have?</li><li>• What do you want them to do? Offer a solution, and cite evidence that your solution will be effective.</li></ul>
<b>Closing and signature</b>

### 3. Guiding questions and tips for writing your letter:

1. How can I explain this global issue and its importance to someone who is less familiar with it?
  - *Before arguing for a solution, your reader has to understand the issue. How can you explain it to them concisely in a way that is easy to understand, and makes its importance clear? Use the Pulitzer Center news story as a resource as you summarize, and be sure to cite your sources. Are there facts, statistics, or quotes from the story that could help you explain the issue and its impact?*
2. How am I connected to the global issue I am writing about?
  - *Most students will respond to a news story reported from a city, state, and/or country different from their own. In your letter, share details of the news story you read, and explain how the underlying issues are connected to your own community. Are you or other members of your local community affected by the same issue? Do the actions of your community have an effect on the people and places you read about? Identify the big,*

*systemic issue(s) in the news story, and make it clear how they connect to you locally and/or personally.*

3. What solutions to this problem already exist?
  - *Other people are probably working on this issue in your local community and around the world. You don't have to reinvent the wheel! Consider advocating for a solution that has been effective before or is already in progress. You could explain how a solution implemented elsewhere could work locally, or how the work of people/organizations active in your community could be supported.*
4. Who has the power to effect the change I want to see?
  - *Your letter will be most effective if it makes it into the hands of a person who has power to implement the solution you're suggesting. Learn about your elected officials and decide whose office should receive your letter. For example, if you're writing about local education issues, you might write to a member of your school board. If you want to see state-level legislation passed, your state senator or governor might be the right choice.*
5. What evidence have I provided to support my claims?
  - *Your letter is making an argument: first, that your reader needs to know and care about this issue, and second, that your proposed solution will work. To make your arguments effective, offer evidence. You must cite at least one Pulitzer Center news story, but you can also cite evidence from other news sources, academic articles, reports by organizations and governments, your own anecdotal experience, and more.*