

E-Magazine Readers' Response Guidelines

You are expected to create a readers' response (letters to the editor) page for your magazine assignment. The purpose for a readers' response section in a magazine is to give readers a chance to write to the magazine with **questions** or **responses to previously published articles**.

You need to craft a minimum of 5 reader letters for your readers' response assignment. Below you will find examples of the types of letters written, and what you need to include in your letters.

Question Letters

In many magazines, especially those published for children, letters are published that ask questions. In this case, the editor not only publishes the question, but also responds to the question. Here is an example from *Dig* magazine:

Dear Dr. Dig,

What type of kitchen equipment did the ancient Greeks have? How did they cook their food?

-Kirsta, St. Paul, MN

Greek households had relatively simple kitchen equipment; a variety of cooking pots and serving vessels, ovens for baking bread, griddles, knives and spoons or ladles, and pestles or querns for grinding corn and spices. Wealthy women had slaves cook for them, but poorer women would cook for their families. Often the cooking took place outdoors, reducing the risk of fire.

Please note the following about the above example:

- *The letter **starts** with "Dear Dr. Dig". Each of your letters must also start this way!
- *The letter **ends** with the name of the writer and her city and state of residence. Each of your letters must also end this way!
- *The question is actually answered. If you write question-type letters, you **must** answer them!
- *The response to the letter is in *italics*. Your responses to questions must also be italicized!

Responses to Previously Published Articles

Another type of letter is simply a response, positive or negative, to previously published articles. Here is an example from *Time For Kids*:

Dear TFK,

Mars is a fascinating planet ("Amazing Mars," 3/18). I am interested in science, and I love finding out new things about space. I think scientists will discover that life existed on Mars, because I don't believe that Earth is the only planet with life.

Joseph, Charlotte, NC

Please note the following about the above example:

- *The letter **starts** with "Dear TFK". Each of your letters of this type must also start this way.
- *The letter contains the **article title and issue date** of the article the writer is responding to. You must also do this if you write this kind of letter!
- *The letter **ends** with the name of the writer and his city and state of residence. Each of your letters must also end this way!

Final Thoughts/Checklist

- You need a minimum of 5 letters, and they **must** be related to the theme of your e-mag! You need to be creative, because you obviously haven't published any previous e-mag articles. _____
- This assignment has been sent to you in Google Classroom; make sure to type your work on the document sent to you! _____
- You need to use 12-point font with standard margins when you do type this. _____
- This assignment should be **single-spaced**. _____
- Use the guidelines above and the rubric below to help you as you work on this assignment. _____
- **Your typed first draft is due at the end of class on Monday, 9/10!** _____

Magazine Readers' Response Rubric

	Needs Work	Satisfactory	Outstanding
Mechanics (5 Points)	<ul style="list-style-type: none"> ● 10 or more errors in spelling, grammar and/or punctuation 	<ul style="list-style-type: none"> ● 5-7 errors in spelling, grammar and/or punctuation 	<ul style="list-style-type: none"> ● 2 errors in spelling, grammar and/or punctuation
Content (20 Points)	<ul style="list-style-type: none"> ● Responses are unorganized ● Responses do not follow guidelines established in class ● Responses lack clarity in all responses 	<ul style="list-style-type: none"> ● Responses are well organized ● Some responses follow guidelines established in class ● The message in most responses are clear 	<ul style="list-style-type: none"> ● Each response is very well organized ● Each response follows guidelines established in class ● The message in each response is very clear
Length (5 Points)	<ul style="list-style-type: none"> ● 1 reader response 	<ul style="list-style-type: none"> ● 3 reader responses 	<ul style="list-style-type: none"> ● 5 or more reader responses