

2 Drafting

Now, you have to draft a letter to the editor.

Text Type: Letter to the editor  Reader(s): Newspaper readers 

Tone: Formal  Tense(s): Present & past tenses 

Dear (Editor),

I am writing (purpose of writing)

I totally agree with (stance)

State your purpose of writing.

State your point of view clearly.

Write a topic sentence for the first reason.

Compare the situations before and after:

1. With limited space, how is dogs' life?
2. With more space, how can their health and behaviour be improved?

To begin with, more public open space for dogs means (first reason)

In Hong Kong, the living environment is (brief description about dogs' life with limited space)

However, if they are given more space to exercise, they (brief description about dogs' life with more space)

When given more opportunities for social contact with other dogs and humans, they tend to behave more properly. For example, dogs (examples to elaborate on the argument about better behaviour)

In addition to (summary of the previous argument), dog owners are also (second reason)

(examples of what dog owners can do at a park)

These activities can (summary of the paragraph)

Write a topic sentence as a transitional sentence.

Give several examples of what dog owners can do at a park.

Summarise how these activities can benefit dog owners.

(connective), increasing public open space (third reason)

In fact, taking a dog to a park for a walk can (elaboration on the argument)

This proves that walking a dog can (summary of the paragraph)

Write a topic sentence for the third reason.

Explain how social interaction can be increased.

Write a concluding sentence.

To conclude, (summary of the arguments above)

Yours (faithfully),

Benson
Benson Wong

Summarise your points.

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You can download the suggested answers to this section from our website as a reference.