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 you 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 Thursday, 9/7!

Magazine Readers' Response Rubric

<table>
<thead>
<tr>
<th>Needs Work</th>
<th>Satisfactory</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanics (5 Pts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length (5 Pts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content (20 Pts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 10 or more spelling errors in spelling, grammar and/or punctuation</td>
<td>• 5-7 spelling errors in spelling, grammar and/or punctuation</td>
<td>• 2 or fewer spelling errors in spelling, grammar and/or punctuation</td>
</tr>
<tr>
<td>• 1 reader response</td>
<td>• 3 reader responses</td>
<td>• 5 or more reader responses</td>
</tr>
<tr>
<td>• Responses are unorganized</td>
<td>• Responses are well organized</td>
<td>• Each response is very well organized</td>
</tr>
<tr>
<td>• Responses do not follow guidelines established in class</td>
<td>• Some responses follow guidelines established in class</td>
<td>• Each response follows guidelines established in class</td>
</tr>
<tr>
<td>• Responses lack clarity in all responses</td>
<td>• The message in most responses are clear</td>
<td>• The message in each response is very clear</td>
</tr>
</tbody>
</table>