

Audience & Tone

Choosing a specific tone of voice can influence the outcome of your writing style and the quality of your words. This assignment explores creating different emotional voices for different audiences.

OBJECTIVES

1. Select a topic from the list and free-write on the subject for 15 minutes.
(At this stage do not think of a specific audience. Simply write your opinions and general thoughts on the subject chosen.)
2. Begin planning two letters you will write on the subject.
Each letter must consist of three paragraphs.
Each paragraph must contain three sentences.
 - For the first letter, write to a friend who shares your opinions.
 - Address your second letter to your Senator asking him/her to support your point of view.
 - After your first drafts, eliminate all passive verbs. Rewrite where necessary.
3. At the beginning of each letter, type answers to the following:
 - a. What is your subject?
 - b. What is your purpose?
 - c. Who is your audience?
 - d. What tone will you use?
4. Homework: use the MS Word template you created for the previous assignment.
Type out the two letters:
 - The pages should be double-spaced.
 - Font choice is Times New Roman, 12 pt.
 - One inch margins should be used on all four sides.
5. Include your free-writing exercise as well.
6. Work is due beginning of next class.
7. *Be sure to proof your work.*