

Communicating with Key Parties/Change-Makers

Name _____

- 1) Think of a topic/issue related to one of the four course modules where you have a strong interest or opinion that you would like to communicate with a “Key Party” related to the issue. “Key Parties” include (but are not limited to) local and national politicians, community organizations, CEOs and other corporate leaders, etc. Ultimately, it is up to you to decide (based on your issue of concern) who is/are the key party/ies you’d like to target.

Briefly describe the issue/topic you have selected AND your opinion on the matter in the box below.
(3 pts)

Topic/issue you feel strongly about :	Your opinion:
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List two key parties related to this topic/issue that you’ve identified as individuals or groups with whom you would like to communicate. Explain in what way these key parties are potential change-makers related to the issue. You will be evaluated on the thoroughness and insightfulness of your explanation.
(6 pts)

	Key Parties	Why are these individuals and/or groups “KEY”? How can they affect change?
A		
B		

Using the internet and/or other useful resources, research current contact information for the key parties you’ve identified. Try to obtain both email and regular postal mail addresses for each key party. If you cannot obtain one or both types of addresses, indicate this in the box provided and explain why/how they were unobtainable. **(4 pts)**

	E-mail Address	Regular Postal Mail Address
A		
B		

2) Compose a 1-2 paragraph letter that communicates your stance/opinion/request (etc.) regarding your selected issue to the key parties you've identified. This letter is worth a total of **6 pts** of this assignment.

Make certain:

- a. The letter is complete (2 pts)
- b. The letter is, well-written and error-free (1 pt)
- c. Information provided is accurate and supported by data and references that you mention or somehow include in the letter (2 pts)
- d. Your request(s) and/or opinion(s) are clearly, effectively and respectfully communicated (1pt)

Your Letter

3) Have someone edit your letter for style, spelling and grammar. In the space provided below, have them briefly list or describe their feedback regarding your letter (suggested changes, grammar or spelling errors, etc.). Have them date and sign their note, as well. **(1 pt)**

*For 1 bonus point, include proof that you did indeed send this letter. This can be done before or after you hand in this assignment. I'd love to hear if you received any feedback, as well.