



GUIDE TIL BREVSKRIVNING

APPELBREVE



Formålet med at skrive et appelbrev er at få modtageren til at overholde menneskerettighederne. Det er en god idé at lægge vægt på modtagerens forpligtelser over for den person, hvis rettigheder bliver krænket.

Appelbrevene bliver sendt til myndighedspersoner som kongelige, præsidenter, statsministre eller borgmestre, da disse personer har pligt til og mulighed for at stoppe de krænkelser, der finder sted.

Sproget i dit appelbrev afgør, om modtageren tager brevet alvorligt. Det er vigtigt, at du er høflig uanset situationen. Det er ligeledes vigtigt at huske på, at formålet med et appelbrev ikke handler om at give udtryk for en personlig holdning, men derimod at opfordre modtageren til at respektere menneskerettighederne.

Et appelbrevs indhold

- **Dato** for hvornår dit brev er skrevet. Datoen skrives øverst til højre.
- **Hilsen** til modtageren. Brug gerne modtagerens titel, for eksempel Deres Kongelige Højhed, Fru præsident eller Hr. borgmester.
- **Indledning** – Kort beskrivelse af brevets formål. En indledning skal hjælpe modtageren til at forstå, *hvorfor* han eller hun er modtager af brevet, og *hvad* man som afsender ønsker, han eller hun skal gøre.
- **Appel** – Kan også kaldes brevets hovedtekst. Her beskrives problemet og argumenterne for, at modtageren bør hjælpe med at løse det.
- **Afslutning** – Her gentages og understreges, *hvad* afsenderen ønsker at modtageren skal gøre for at hjælpe med at løse problemet. Det er en god idé at afslutte brevet høfligt med for eksempel *Med venlig hilsen*.
- **Dit fulde navn** – eventuelt også din skoles adresse, så modtageren ved, hvor han eller hun kan sende sit svar til.



APPEAL LETTERS

The aim of an appeal letter is to make the recipient perform an action aimed at fulfilling the rights of other human beings.

Appeal letters are sent to government officials such as royalties, presidents, prime ministers or mayors, as these people have the power and that is needed to act upon human rights violations and as state representatives they are obliged to respect human rights.

The language of an appeal letter is very important in order for the recipient to take the letter seriously. It is important that you are polite no matter what the recipient has done. You should remember that the appeal letter's main purpose is not to express your own personal opinion but to encourage the recipient to respect human rights.

The content of an appeal letter

- **The date** on which the letter was written. The date should be written in the top right corner of the letter.
- **The greeting** of the recipient. You may use his or her title, such as Your Royal Highness, Madam / Mister President or Mr. Mayor.
- **Introduction** – A brief description of the letter's purpose. An introduction should help the recipient understand why he or she has received the letter and what you think he or she needs to do.
- **Appeal** – Also called the body text. This describes the violation and presents the arguments for why the receiver should help.
- **The closing** – This repeats and emphasizes what the sender wants the recipient to do in order to stop the violation. It is a good idea to end the letter politely, e.g. 'yours sincerely'.
- **Your full name** – Maybe also your school's address, so that the recipient knows to where he or she can address their reply.

SOLIDARITETSBREVE



Formålet med et solidaritetsbrev er at give modtageren håb og en tro på, at hans eller hendes kamp for retfærdighed vil lykkes. Selvfølgelig er indholdet af dit solidaritetsbrev vigtigt, men alene det at modtage et brev kan have stor betydning. Brevet viser nemlig modtageren, at omverdenen kæmper for, at vedkommendes menneskerettigheder bliver overholdt.

Der findes mange muligheder for, hvad du kan skrive i et solidaritetsbrev. Nogle gange kan det være en god idé at skrive medfølelse om selve krænkelsen, andre gange om noget helt andet - for eksempel om dit eget liv. Du kan også skrive, hvad du selv føler, når du hører modtagerens historie, mens det på andre tidspunkter giver mest mening at sende en tegning. Det er helt op til dig at vurdere, hvad du tror, modtageren har brug for.

Et solidaritetsbrevs indhold

- **Dato** for hvornår dit brev er skrevet. Datoen skrives øverst til højre.
- **Hilsen** til modtageren.
- **Indhold** – Se beskrivelsen ovenfor.
- **Afslutning** – Det er en god idé at afslutte brevet høfligt med for eksempel *Med venlig hilsen* eller *Kærlig hilsen*.
- **Dit fulde navn** – eventuelt også din skoles adresse, så modtageren ved, hvor han eller hun kan sende sit svar til.



LETTERS OF SOLIDARITY

The aim of a letter of solidarity is to give the recipient hope and a belief that his or her struggle for justice will succeed. The content obviously is important but the letter is of great importance in itself. It shows the recipient that he or she is not forgotten and that they are not fighting on their own.

The solidarity letter can be written in many different ways and the content can vary. Sometimes it may be a good idea to write compassionately about the abuses and to write about your own feelings when you first heard about the story of the recipient. You could also write about something completely different, for instance about your own life. Instead of writing you could also send a drawing. It is up to you to try to assess what you think the recipient needs to hear.

The content of a letter of solidarity

- **Date** on which the letter was written. The date should be written in the top right corner of the letter.
- **Greetings** to the recipient.
- **Content** – See the description above.
- **End** – It is a good idea to end the letter politely, e.g. ‘yours truly’ or ‘yours sincerely’.
- **Your full name** – Maybe also your school’s address, so that the recipient knows to where he or she can address their reply.