

**LESSON 99**  
**FULL BLAST**  
**UNIT 8**  
**WRITING & SPEAKING**  
**Writing a Letter Giving Advice**  
**(pg 117)**

Name: \_\_\_\_\_

Class: \_\_\_\_\_

**Instructions: Record your voice to answer these questions. Push on the button to record your voice.**  
(Please use PC or Android to answer this.)

1. Do you read advice columns in magazines? Why/Why not?

\_\_\_\_\_

2. Do you think the advice they give is useful? Why/Why not?

\_\_\_\_\_

**D. Read this letter that Afan wrote to an advice column of a magazine and write back to him giving him advice.**

My problem is that since I got a part-time job, I've stopped working out at the gym. As a result, I've gained 10 kilos. Besides the fact that my clothes don't fit me any more, I feel very self-conscious. I've always been sensitive about my weight because I take after my dad and I tend to be on the heavy side. While surfing the Net, I found a great raw food diet, which includes lots of vegetables and fruit and promises results. But when I told my mum about it, she told me to forget it. She says I need three balanced meals a day and refuses to let me cut out meat and carbohydrates. I feel helpless and don't know who to turn to for advice. I'd really appreciate your help.

Afan from Ipoh

**PLAN** When writing a letter giving advice, follow the plan below.

**GREETING**  
① Use the person's first name or pseudonym.

**OPENING PARAGRAPH**  
② Refer to the problem and say why you are writing. Use phrases like:  
- I was sorry to hear that you've got problems.  
- I understand what you're going through.  
- I hope the following advice will help you.  
- I've given your problem a lot of thought and I've come up with a solution.  
- Here are some tips to help you deal with your problem.

**MAIN PART (1-2 PARAGRAPHS)**  
③ Give your advice and make suggestions. Use phrases like:  
- If I were in your shoes, I'd...  
- Maybe you should / shouldn't...  
- I strongly advise you to...  
- How / What about...?  
- One thing you can do is...

**CLOSING PARAGRAPH**  
④ Make a final comment. Use phrases like:  
- I hope everything goes well. Good luck!  
- Let me know how everything turns out.  
- I'm sure you'll work something out.  
- There's no need to panic. You'll get over it.  
- I hope I've been of some help to you.

**SIGNING OFF**  
⑤ Use a signature ending and your first name below that.

Now, drag the phrases in the box and drop them below to complete the letter.

Going on a diet and exercising	cutting down meat and carbohydrate
workout every day	better in no time
you have to go on a diet for your health and well-being	you to get some exercise
going on a diet is not enough	make you lose weight faster
you will soon be able to fit in your old clothes again	go on a raw food diet but not allowed to

Dear Afan,

I understand how you feel; trying to \_\_\_\_\_ can make you feel helpless. Here are some tips to help you deal with your problem.

First of all, try to reassure your mother that \_\_\_\_\_. As you obviously don't want to fall out with her, I suggest meeting halfway. How about \_\_\_\_\_ without refusing them completely?

It is also likely that \_\_\_\_\_, so I advise \_\_\_\_\_. You could just do a short \_\_\_\_\_. Working out can \_\_\_\_\_, and you will feel \_\_\_\_\_!

I hope my advice will be of some help. \_\_\_\_\_ can be challenging but the positive thing is that \_\_\_\_\_.

Good luck!