

Name:

Date:

Blaze 3 - Module 1.3 (SB p.11)

Writing - An e-mail giving advice

Your friend has sent you this:

I can't sleep well at night and I
don't know what to do. Any ideas?
Tom

Plan

Hi (friend's first name),

(Para 1) opening remarks; **sympathy** for friend's problem; offer to help

(Para 2) first piece of **advice** & expected result

(Para 3) second piece of **advice** & expected result

(Para 4) express **hope** that things will go well; closing remarks

Write back soon,

(your first name)

Write an email to your friend giving him advice (120-160 words). Follow the **plan** below and the **useful language**.

Useful Language

Opening remarks

- I just got your email. Thanks for your email.

Expressing sympathy/Offering help

- I was sorry to hear that ... / I'm sorry to hear about your (*problem*). • I understand how you feel but don't let it get you down.
- It must be awful/difficult/terrible for you ...
- I think I can help. • I'd be happy to help.

Giving advice

- If I were you, I'd ... • You could/should/shouldn't ... • It would be a good idea to ...
- In your place, I'd ... • I strongly advise you to ...
- It's important that you ... • Why don't you ...?
- The best thing to do would be to ... • You can/could/should also ... • Another idea is to ...

Expressing expected result

- This will mean that ... • This/That way, ...
- Then, ... • If you do this, (you'll ...).

Expressing hope

- I hope my advice helps. • Let's hope everything turns out alright. • Let's hope all goes well.
- Let's hope things will get better.

Closing remarks

- Write back and tell me how things are going.
- Let me know what happens. • I hope my advice helps. • I hope I've been of help.