

Acelerado 2

Giving advice

You have to write a short letter giving advice. Read the plan below.

Introduction

Paragraph 1 - thanks for letter/express understanding of problem

Main Body

Paragraphs 2-3 - suggestion(s) + reason(s)

Conclusion

Final Paragraph - closing remarks

Full name

Useful Language for Letters Giving Advice

Opening Remarks:

- I am writing in reply to your letter asking for advice about...
- I hope the following advice will be of some help to you
- I just got your letters and I think I can help you (informal)
- I was sorry to hear about your problem. Here's what I think you should do (informal)

Suggestions can be introduced with expressions such as:

- I strongly recommend that
- You should/You ought to/If I were you I would
- It would be a good idea to
- What you should do is
- I think you should
- The best advice I can give you is

Closing Remarks:

- I hope this will be of help
- Let me know what happens

Now, choose ONE of these problems and write them back. Follow the plan.

Hi,

I'm writing to ask for your advice.

My parents don't like my friends. They blame them for everything that goes wrong. They say I have to stop going out with them. We really get on well, so I don't want to stop talking them.

What should I do?

Paul

Hi,

I really need your advice.

I moved here two months ago and still have not made friends at school. I don't like parties, so I find it very hard to meet people.

Please tell me what to do,

Kate.

