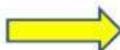
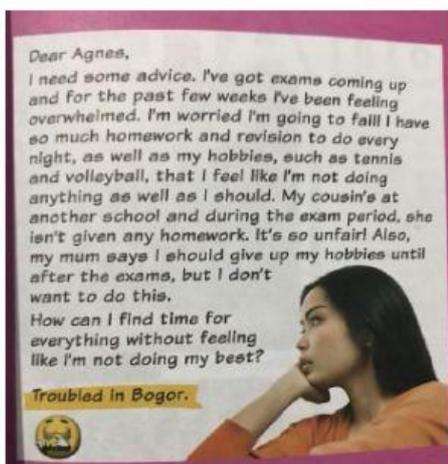


UNIT 8 -Write a letter giving advice



Read this letter below which a girl wrote to an advice column of a magazine.



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 read the advice given to the girl and drag the phrases in the box and drop them below to complete the letter.

Good luck!	understand how you feel	I advise	I hope	could go
some tips	First of all	I suggest	of some help	the more you do it, the easier
with your problem				

Dear Troubled,

I _____; trying to find time for your homework and hobbies can make you feel anxious and exhausted. Here are _____ to help you deal _____.

_____, try to reassure your mother that you can cope. As you obviously don't want to fall out with her, _____ meeting halfway. How about cutting down on the time spent on your hobbies without stopping them completely?

It is also likely that your friends feel the same as you, so _____ meeting after school so you can all help each other. You _____ to a different friend's house each day and study one subject each time. Being able to study with your friends will help you feel better and more supported!

_____ my advice will be _____. Doing a lot at once can be challenging but the positive thing is that _____ it becomes. In any case, university isn't far away, so this experience now will make life less stressful in the future.
