

## Giving advice

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

**When you're writing a letter to a friend asking for or giving advice, follow the plans below.**

### **GREETING**

### **OPENING PARAGRAPH**

Begin your letter and say why you're writing. Use phrases like:

#### **ASKING FOR ADVICE**

- I have a problem and I'd like your advice.
- I hope you can help me with a problem.
- I need your advice because I'm in trouble.

#### **GIVING ADVICE**

- I was sorry to hear that you have problems.
- I hope the following advice will help you.
- I've thought about your problem a lot and I've come up with the following solution.

### **MAIN PART**

#### **ASKING FOR ADVICE**

Explain the problem and how you feel and ask for advice. Use phrases like:

- What should I do?
- I feel helpless and don't know what to do.
- If you were me, what would you do?
- What do you suggest?
- How should I deal with the situation?

#### **GIVING ADVICE**

Give your advice and make suggestions. Use phrases like:

- I think you should / shouldn't...
- If I were you, I'd...
- I believe it would be a good idea to...
- One thing you can do is...
- How/What about...?

### **CLOSING PARAGRAPH**

State anything you want to emphasize and end your letter. Use phrases like:

#### **ASKING FOR ADVICE**

- I hope I haven't troubled you too much.
- Let me know what you think as soon as possible. I'm counting on you.
- I look forward to hearing from you.

#### **GIVING ADVICE**

- I hope everything goes well.
- Let me know how everything goes.
- There's no need to panic.
- Everything will be just fine.

### **SIGNING OFF**

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

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.**

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**