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

LIVEWORKSHEETS