

## Writing an Informal Letter to a Problem Page

**Task 1:** Here's an informal email. Read its various parts carefully, and then drag them onto their right places.

**Writing Prompt:** You are a teenager. You are under pressure from your friends to start smoking. Write an informal letter to a problem page Auntie. Explain the problem and ask for help.

Your letter should be clear and well organised.

The problem is that I'm under pressure from my friends to start smoking. Three of my best ones have already started smoking. They use the money they get from their parents to buy cigarettes and say it looks kind of cool when you smoke. They've also told me smoking has helped them cope with school pressures and problems with their parents.

I'm worried because on the one hand I don't want to cheat my parents, and on the other I'm afraid I'd disappoint my friends if I didn't smoke. Can you help me?

I'm a 17-year-old Omani boy and I have a wide circle of friends whom I enjoy hanging out with whenever time permits.

Yours,  
Ali

Dear Auntie,



**Commented [B1]: Greeting**  
- Begin your letter with a suitable greeting.  
e.g.: Dear Auntie

**Commented [B2]: Paragraph 1**  
- Give some background information about yourself.  
e.g.: I'm a 16-year-old boy...

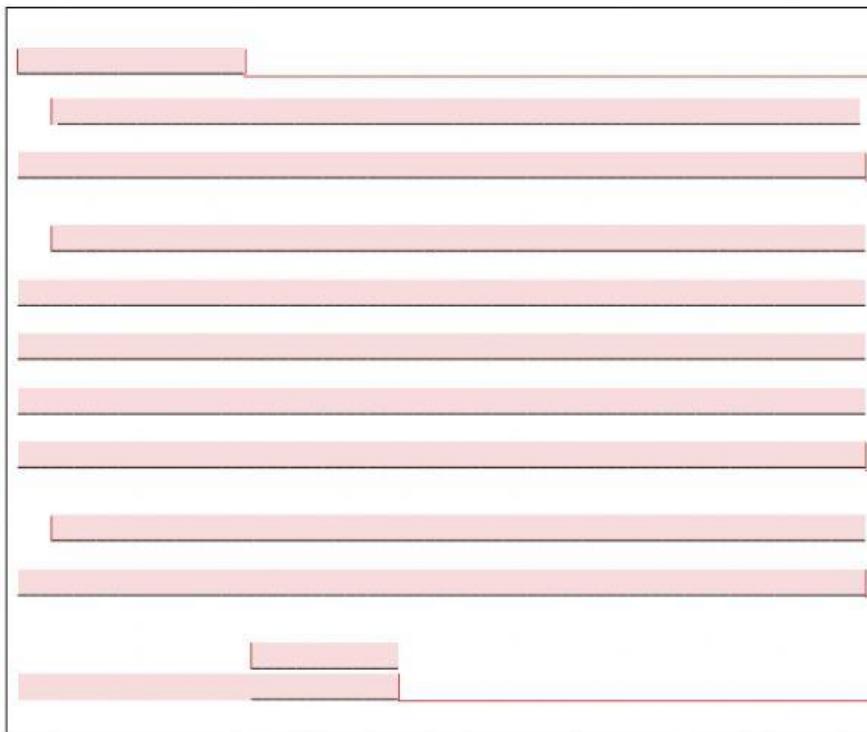
**Commented [B3]: Paragraph 2**  
- State your problem and say why it is making you unhappy.  
e.g.: My problem is...

**Commented [B4]: Paragraph 3**  
- Say a little more about your problem, and ask the person you are writing to for help.  
e.g.: I'm worried because...  
Can you help me?

**Commented [B5]: Ending**  
- Give your letter a suitable ending.  
e.g.: Yours, Salim

**Task ②: Writing Prompt:** You are a teenager. You have lent a friend money, but he hasn't paid it back. Follow the model above (previous page) and write an informal letter to a problem page Counsellor. Explain the problem and ask for help.

Your letter should be clear and well organised.



**Commented [B6]: Greeting**

- Begin your letter with a suitable greeting.  
e.g.: Dear Counsellor,

**Commented [B7]: Paragraph 1**

- Give some background information about yourself.  
e.g.: I'm a 16-year-old boy...

**Commented [B8]: Paragraph 2**

- State your problem and say why it is making you unhappy.  
e.g.: My problem is...

**Commented [B9]: Paragraph 3**

- Say a little more about your problem, and ask the person you are writing to for help.  
e.g.: I'm worried because...  
Can you help me?

**Commented [B10]: Ending**

- Give your letter a suitable ending.  
e.g.: Yours, Salim