Name:

Date:

Blaze 3 – Module 1.3 (SB p.11)

Writing - An e-mail giving advice

Plan

Hi (friend's first name),

(Para 1) opening remarks; sympathy for friend's problem; offer to help

(Para 2) first piece of advice & expected result

(Para 3) second piece of advice & expected result

(Para 4) express hope that things will go well; closing remarks

Write back soon,

(your first name)

Your friend has sent you this:

I can't sleep well at night and I don't know what to do. Any ideas?

Tom

Write an email to your friend giving him advice (120-160 words). Follow the **plan** below and the **useful language**.

Useful Language

Opening remarks
- I just got your email. Thanks for your email.

Expressing sympathy/Offering help
- I was sorry to hear that ... . / I'm sorry to hear about your (problem). • I understand how you feel but don't let it get you down.
- It must be awful/difficult/terrible for you ... .
- I think I can help. • I'd be happy to help.

Giving advice
- If I were you, I'd ... . • You could/should/shouldn't ... . • It would be a good idea to ... .
- In your place, I'd ... . • I strongly advise you to ... .
- It's important that you ... . • Why don't you ...?
- The best thing to do would be to ... . • You can/could/should also ... . • Another idea is to ... .

Expressing expected result
- This will mean that ... . • This/That way, ...
- Then, ... • If you do this, (you'll ...) .

Expressing hope
- I hope my advice helps. • Let's hope everything turns out alright. • Let's hope all goes well.
- Let's hope things will get better.

Closing remarks
- Write back and tell me how things are going.
- Let me know what happens. • I hope my advice helps. • I hope I've been of help.