

The background of the slide is a light gray gradient. It is decorated with numerous realistic water droplets of various sizes. Some droplets are at the top, some are along the sides, and a larger cluster is at the bottom right. Each droplet has a highlight and a shadow, giving it a 3D effect.

A LETTER GIVING ADVICE

1. Introduction
2. Main Body
3. Conclusion



1) Greeting (1 paragraph)

Dear Margaret,



2) *Opening Sentence (1 paragraph)*

Having read your problem in...

I was sorry to read about your problem...

I understand how you are now and ...

I was in the same situation you are a few years ago ...

2. Main Body (2 paragraphs)

I think you should...

I strongly advise you to/not to...

You really should...

The best thing for you to do is...

If I were you, I'd...

It's usually a good idea to...

In my experience, ... works really well.

3. Conclusion (3 paragraphs)

1) To sum up,.../Summing up,...

To conclude,.../Concluding,...

Finally, I'm sure that if you follow my advice,
you'll see that everything will work out.

Good luck.

2) Yours faithfully,

Yours sincerely,

3) Name/Surname

Read the letter

Dear Mr. M,

I'm seventeen years old and I have a serious problem with my parents. I have a lot of arguments with them because they get angry at me for talking with my friends on the phone. They say that I talking on my phone to my friends interrupts my studying on weekdays evenings and that I don't do my schoolwork by making these unnecessary phone calls. How can I persuade them that I need my friends and that they are wrong?

Desperate Teenager