

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# 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