

6d Writing

An email giving advice

Writing Tip

Writing an email giving advice

An email giving advice is an informal piece of writing to a friend, relative or someone we know well. We usually start with *Dear/Hi* + first name. In the first paragraph, we give our opening remarks and the reason for writing (*I'm writing to ...*). We give our pieces of advice in separate paragraphs. In the last paragraph, we express the hope that our advice was helpful as well as giving closing remarks. We sign off with an informal ending (e.g. *Bye for now!*) and our first name.

An email giving advice usually includes:

- an **introduction** in which you express sympathy for your friend's problem and offer to give some advice.
- a **main body** of two paragraphs which include pieces of advice and their possible results.
- a **conclusion** with a hope that your advice has helped and closing remarks.

- 1 **10.5.4** Read the rubric and look at the key words in bold. Answer the questions.

Your English friend is having trouble studying for school at home. He/she has written an email to you asking for your advice about how to study better. Write your email (120-180 words).

- 1 What are you going to write?
- 2 Who is going to read it?
- 3 What should your piece of writing be about?
- 4 How many words should you write?
- 5 What style should you use?

- 2 Read the email and match the paragraphs (A-E) to the descriptions below.

- 1 ☐ first piece of advice and possible results
- 2 ☐ hope that things will go well and closing remarks
- 3 ☐ second piece of advice and possible results
- 4 ☐ sympathy for friend's problem and offer of help
- 5 ☐ third piece of advice and possible results



Mailbox

REPLY MAIL



Hi Danny,

A ☐ Thanks for the email. Sorry to hear you're feeling a bit under the weather. I had trouble studying last year too, so perhaps I can give you some advice.

B ☐ To start with, if I were you, I'd make sure that I had a quiet place to study. You should turn off the TV, switch off your smartphone and only go online if it's for research. If you do that, you'll be able to concentrate a lot better.

C ☐ Why don't you plan your studying? Set yourself a time and a time limit. For example, you could say that you are going to study for two hours at 7 o'clock. That way you won't put off studying and do something else.

D ☐ Also, it would be a good idea to join an online study group. If you do this, you'll get lots of support from other students. This really helped me, and I made lots of new friends, too!

E ☐ Hope my advice helps. I'm sure you'll soon sort out the problem. Let me know what happens.

Best wishes,

Aizhan



3 **10.5.4** Decide whether the sentences are opening remarks or closing remarks. Mark the sentences as *OR* (opening remark) or *CR* (closing remark).

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|----|--------------------------------------|-------|
| 1 | Let me know how things turn out. | |
| 2 | Say hello to your family for me. | |
| 3 | How're things? | |
| 4 | Thanks for your email. | |
| 5 | Sorry to hear about your problems. | |
| 6 | Well that's all for now. | |
| 7 | Let me give you some advice. | |
| 8 | Write back soon. | |
| 9 | I thought I'd drop you a line to ... | |
| 10 | All the best and keep me posted. | |