

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. Introduction (3 paragraphs)

1) Heading (Address/Date)

35 Lenina Street

Danilov

Russia

17 May 2018

(or May 17th 2018

17/05/2018)



2) *Greeting (1 paragraph)*

Dear Margaret,



3) 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 or 3 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

Model letter

Dear Desperate Teenager,

I was sorry to read about your parents' objection to letting you talk with your friends on the phone. I understand how you feel and I hope I have some good advice for you.

First, you should not argue with your parents but try to explain to them calmly that your friends are important to you. Make it clear to them that you need a short break and talking with your friends does not distract you from studying. On the contrary, it's relaxing and it takes your mind off your worries.

It might also be a good idea to tell your parents that you've always respected them and depended on their advice, that your schoolwork is your priority and so they have nothing to worry about. Finally, you should let them know that your friends are of the same age as you are and you all have the same problems and worries to discuss.

Concluding, I'm sure it will all work out and they will show understanding.

Good luck,
Mr. Michael