



WRITING

Letter of advice

DEAR ...,

Paragraph 1 – *Introduction* (showing sympathy)

- Having read your problem...
- I was sorry to read about your problem...
- I understand how you feel and...
- I was in the same situation a few years ago...



Paragraphs 2&3 – *Main body* (giving advice)

- It would/might be a good idea to...
- I strongly advise you to/not to...
- I think you should...
- The best thing for you to do is...
- Have you thought about...?
- If I were you, I would...
- One/another suggestion is to...



Paragraph 4 – *Conclusion* (giving reassurance)

- I hope these ideas will help you.
- If none of these ideas work, then you might...
- Don't worry...
- To sum up/summing up

Yours/best wishes,

Name



TIPS

- Don't forget to count the number of words in your letter!
- Make sure the paragraphs are clearly organised
- The style should be appropriate for the target reader (we usually write informal letters to friends and relatives we know well, or to people of our own age)



CHARACTERISTICS OF AN INFORMAL LETTER

- Short forms
- Simple/colloquial vocabulary
- Use of the active, rather than the passive voice
- Informal beginnings and endings

