



WRITING LETTERS OF ADVICE

LESSON 38




A hand holding a white telephone receiver. The word "help" is visible on the side of the receiver. The background is a soft, out-of-focus yellow and white.

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 organized
- 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)

A hand holding a pen over a document with a 'help' button visible. The background is a light yellow with a subtle pattern of overlapping circles.

Characteristics of an informal letter

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