FRIENDLY LETTERS:

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ADVICE LETTERS NEED TO BE WRITTEN IN FRIENDLY REGISTER

These are letters written to someone who is probably about the same as you and as asked for your help with usually a school-related or personal problems, and include:

- Not doing very well in a certain subject at school
- Being overweight
- Moving to a new area and feeling lonely
- Being bullied
When you write a letter of advice to a friend who has come to you with a problem, bear the following points in mind:

- You are a friend, and **sympathetic** to the person’s situation.
- You understand the problem; you may have had the same problem or been through a similar experience yourself.
- You must make your friend feel comfortable and reassured, not intimidated.
- You must not appear to be superior in any way.
Well, you couldn't have asked a better person. Everyone knows how hopeless you are at maths. I'm an 'A' student so I know everything. You did the right thing to come to me!
DO NOT GIVE TOO MUCH ADVICE!

In other words, **select just a few pieces of advice** and then develop them.

Limit yourself to a maximum of **three** pieces of advice, and then remember to:

- **Personalize**
- **Support** each idea
- **Avoid listing**
ADVICE LETTERS

a basic plan
INTRODUCTION

Use a **short introduction** so you can get to the point (the advice) quickly.

❌ I've been meaning to write for ages/for a long time.

**The apology type of introduction is not appropriate here.**
Instead, use a simple, direct introduction, for example:

- **It was** lovely to get your letter.
- **It was** great to hear from you.

As the time factor is important, say **when** you heard from the person you are writing to. By **showing that you are writing back quickly**, your friend will realize your concern, which highlights the sincerity of your friendship.

yesterday/this morning/a few minutes ago
Now build the sentence up:

It was lovely to hear from you this morning, but...

The word *but* tells the reader a contrast is coming, in other words, something which is not lovely or great.

Show your feelings. 🎭俳俳

It was lovely to hear from you this morning, but I was sorry...

...(to hear) you're having trouble with
worried about
unhappy with/about

Your schoolwork.
Being overweight.
Not being fit.
Bullies.

It was lovely to hear from you this morning, but I was sorry to hear you're worried about your schoolwork.
Now reassure your friend and at the same time confirm your friendship by personalizing.

Don't worry. Try not to worry (about it).

I know how you feel what you're going through because...
what it's like

It was lovely to hear from you this morning, but I was sorry to hear you're worried about your schoolwork. Don't worry. I know what it's like because...

I've been in the same boat

I was in the same boat last year/when I moved there/ when I started this school

Present perfect tense, so sentence must end
Past tense, so say *when*

It was lovely to hear from you this morning, but I was sorry to hear you're worried about your schoolwork. Don't worry. I know what it's like because I was in the same boat last term.
You have been asked to write a letter of advice to a friend who has to lose weight. What things do you know about his personal life that make him overweight?

- He loves chocolate.
- He hates exercise.
- He is a couch potato.
Begin by using **personalizing phrases** to show how well you know him and to remind him of your friendship.

I know...

... how much you love  
... how addicted you are to  
... how much you hate exercise!  
... what a couch potato you are!

or

I know you’re not (exactly) the world’s...

... most energetic  
... sportiest  
... healthiest eater!

} chocolate junk food

} person!
What **three pieces** of advice could you give your friend? There are many possibilities, for example:

- Give up chocolate.
- Join a sports club.
- Take up walking.
Introduce your ideas with a selection from the following advice phrases:

You could...                      You (really) ought to...
You (really) should...           Why don’t you...?

How about
What about
Have you thought of

+ verb + ing
+ noun

If I were you, I’d...
I should... if I were you.
The best thing you can do is...
It would be a good idea if you + past tense

Try
Remember
Don’t forget

to...

Whatever happens, try
Whatever you do, remember to...

don’t forget
Try not to use the same phrase more than once.
You need to use only two or three of the advice phrases!

Note how the sentence builds up:

I know you're not exactly the world's most energetic person, but if I were you, I'd take up walking.

I know how much you love chocolate, but have you thought of cutting it down.

I know you're addicted to junk food, but you really ought to give it up...
When making your suggestions, it makes sense for the first piece of advice to be introduced like this:

The best thing you can do is...

and for the last piece of advice to be introduced like this:

Whatever happens, try...

The three pieces of advice you want to give your friend could be written as follows:
The best thing you can do is to take up walking.
It would be a good idea if you gave up chocolate.
Whatever happens, try to join a sports club.
Keep it simple
When actually giving advice, **simplicity is the key**.

Look at the following examples to see how simple the advice you give should be:

1. **Advice phrase + eat the right things**
   - Give up Junk food
   - Cut out Fast food
   - Cut down on Junk food

2. **Advice phrase + take up a sport/tennis**
   - Do some sport/exercise

3. **Advice phrase + take it**
   - easy gently at first
   - don’t overdo it
   - Warm up/do some warm up exercises

- If I were you, I’d cut down on junk food.
- Whatever happens, try to cut out chocolate.
- Why don’t you give up fast food?
- It would be a good idea if you ate the right things.

Have you thought of taking up tennis?
Why don’t you do some sport?
It would be a good idea if you did some exercise.

You ought to do some warm-up exercises.
Whatever happens, don’t forget to take it easy at first. Whatever you do, don’t overdo it.
Finally, you need to give your friend a reason for carrying out your advice. In other words, you need to **support your ideas** in order to make them acceptable to your friend.

**Advice phrase + Idea + support**

- **Advice phrase**: Have you thought of
- **Idea**: Noun Verb + *ing*
- **Support**: It’ll Help Make You

Note how the sentence builds up:

I know you're not the world's most energetic person, but have you thought of taking up walking? It'll make you feel fitter.
The **support** phrases should also be very simple:

- It’ll help you feel fitter.
- It’ll help you make you feel better.
- It’ll help you do you good.
- It’ll help you be good for you.
- It’ll help you give you more energy

**Lose weight**
- Keep fit/in shape
- Get rid of that spare tyre
- Tone up those flabby muscles

It’ll help you meet people with the same interests as you.
It’ll be a good way to get to know people.

Why don’t you join a sports club? It’ll tone up those flabby muscles of yours and be a good way to get to know people, too.
What about taking up tennis? It’ll do you good and help you keep in shape at the same time.
CONCLUSION OF AN ADVICE LETTER

As with descriptive letters, **begin your conclusion with a generalization and return to the topic in the introduction:**

Be positive and optimistic

- Good luck!
- I hope this helps

joining a sports club/Cutting down on junk food ...

Worked for... }
me, my sister, my brother, my friend, So }
I’m sure it’ll It’s bound to I know it’ll Of course it’ll Why shouldn’t it

Work for you, too!
As with the descriptive letters, try to personalize again before you conclude the letter by showing your interest.

Do write and let me know how you get on things go. it goes.

To encourage your friend even more, finish with friendly encouragement.

I’ll be thinking of you!

THANKS FOR THE ATTENTION

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