

LETTERS OF ADVICE

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Style: informal;

expresses sympathy, encouragement.

1)INTRODUCTION (opening remarks)

In paragraph 1:

we express our sympathy,
state the reason for writing.

2)MAIN BODY

In paragraph 2:

we give our advice and possible results.

3) CONCLUSION (closing remarks)

In paragraph 3:

we write closing remarks.

OPENING REMARKS

- ▣ **1) I'm sorry you feel this way.
I think I can help.**
- ▣ **2) Here are a few things
you could try.**
- ▣ **3) Don't worry too much.
Here's what you can do.**


VOCABULARY

for the main body

If I were you, I would:

- 1) study a bit harder**
- 2) get a part-time job**
- 3) talk to teacher**
- 4) do some exercise**

This would:

- 
- 1) improve the grades and
make parents change their mind**
 - 2) enable you to get some money**
 - 3) make you feel better**
 - 4) make you lose the extra weight**

Of course - - - - - конечно

Feel the same way as you - чувствуют себя
так же, как ты

Nothing wrong with - - - - - ничего страшного

Feel better - - - - - чувствовать лучше

Shouldn't worry too much - не следует слишком
волноваться

At your age - - - - - в твоём возрасте

This way - - - - - таким образом

Another idea - - - - - ещё одна идея (мысль)

To follow - - - - - последовать

I hope - - - - - я надеюсь

Turn out for the best - - - - - образуеться к наилучшему

Let me know - - - - - дай мне знать

How it goes - - - - - как идет дело

Dear ...,

I just got your letter and of course I'd be happy to help you. A lot of teenagers feel the same way as you and there's nothing wrong with it. Here are some things you can do to help yourself feel better.

First of all, you **shouldn't worry too much about your weight.** **Your body changes a lot at your age because you are growing.** It might be a good idea for you to **start doing some exercise.** This way, you'll **keep fit and healthy and help your body grow in the best way possible.** Another good idea is to try to **follow a healthy diet.** By **eating healthier foods, you will lose weight and also provide your skin with the necessary vitamins to look healthy and bright.**

I hope my advice helps and everything turns out for the best. Let me know how it goes.

Claire

CLOSING REMARKS

- 1) I hope that everything turns out all right.**
- 2) I hope that my advice helps.**
- 3) Don't let it get you down.**

GOOD JOB!

