

## INTERMEDIATE UNIT 6

### a letter of advice

#### speakout WRITING TIP

When you write a letter of advice you need to include a short summary of the situation, as well as some ideas about what the other person should do to solve the problem. Think about what you would do in the same situation and why you would do it. It's also a good idea to try to define the cause of the problem and give some background information to explain your ideas. You can also include questions for the reader to think about.

- 1** Read the problem below. What do you think the person should do?

**Q** My brothers are always fighting. They disagree about everything and it's driving my parents and me crazy. They started years ago and they haven't stopped since. And they're not children anymore! One is 18 and the other is 20. Please can you help?

- 2** Now read the response. Do you agree or disagree with the advice? Why?

**A** I think that it will probably be better to talk to your brothers separately about their fighting.

It's possible that they don't realise that their behaviour is really affecting the rest of the family.

Have you considered that? You say they have done this for years, so perhaps this is just a game for them. In all likelihood, it will take them a long time to change their habits. For your own good, maybe you should limit the occasions that you see them together until they stop fighting. Is that possible?

- 3** Read the response again and find:
- 1 a question for the reader to think about.
  - 2 ideas about what the person should do.
  - 3 a description of the possible cause of the problem.
- 4A** Read the sentence below. What purpose does the word 'probably' serve?
- I think that it will probably be better to talk to your brothers separately about their fighting.
- B** Find four other words/phrases that qualify in the response. Which three have basically the same meaning?

- 5A** How do you feel about the following statements? Use the words/phrases from the response to qualify them.

- 1 If I won the lottery, I wouldn't work.
- 2 We will run out of oil in the near future.
- 3 In ten years time, our relationships with computers will be more important than our relationships with people.
- 4 I wouldn't ask my family if I needed to borrow money.

- B** The phrase *in all probability* has the same meaning as one of the words/phrases from the response. Which one?

- 6** Read the problems below. Think of what you would do in these situations. Then write a response for each.

“My neighbours are very noisy. They often play loud music and have parties, even during the week! I have to get up early to go to work but sometimes I don't get to sleep until the middle of the night. They also have their television on loud all the time, so I can never really relax.”

---

---

---

---

---

---

---

---

“I have my first interview for a big company next week and don't feel prepared. I really want the job and it will be really good for my career but just the idea of it makes me feel really nervous. I don't know what to do.”

---

---

---

---

---

---

---

---

“I need a holiday but don't have enough money. I've been working really hard and now really need to get away and relax. The only problem is that I don't have enough money to go abroad but want to go somewhere new. This seems to happen to me every year.”

---

---

---

---

---

---

---

---

#### Plan your writing

- Think about the possible causes of each problem and make notes about what the person should do.
- Remember to include some questions for the reader to think about in your response.

#### Check your writing

- Have you qualified what you have said? Is your advice realistic?
- Have you checked your grammar and spelling?
- Did you find any mistakes?