

TIPS ON LETTERS OF ADVICE

Someone has a problem, and asks you for advice. Note that this gives you neither the licence to run his life nor the opportunity to talk about yourself and how to solve your own problems. The best advice comes not from someone who has all the answers, but from someone who has listened with care and empathy to his problem.



Here are some tips on giving advice:

- Use imperatives, but remember that in many circumstances they can be impolite
- Put "you" in front of the verb
- Use a modal verb: You must...
don't have to ...
may....
could...
might...
- Use impersonal constructions:
The best / worst thing to do is....
It would be easier / advisable / preferable /
useful / a good idea to
It helps to
It pays to ...= *it results in some advantage or profit for sb'*
It's worthing
It's no good / useing
Doing this will be appreciated / useful / a good start
- Other useful expressions:
 - * I do think you ought to consider very carefully before
(doing anything as *dramatic* as ...)
 - * If I were you I would have another go (*have another go at sth/doing sth = to make an attempt to do sth*)

- * Do take time to think things over
- * I really think you ought to ...
- * You might consider
- * How about ...?
- * It might be a good idea to ...
- * Have you thought about ...?
- * My advice would be to ...
- * Whatever you do, don't ...
- * I would strongly advice you to / not to
- * I wonder if you have ever thought about ...ing
- * I think you'd be wise to ...
- * I strongly recommend to .