

- Letters/Emails asking for/giving advice

- **Letters/Emails asking for/giving advice** from a friend usually consist of four paragraphs. See how the paragraph plans differ.

ASKING FOR ADVICE

- Para 1:** opening remarks, state the problem
Paras 2,3: describe the problem in detail and how it affects you
Para 4: ask for help/advice, closing remarks

GIVING ADVICE

- Para 1:** opening remarks, express sympathy
Paras 2,3: give advice supported by expected results
Para 4: express hope things will improve, closing remarks

Useful language

Asking for advice

- Do you think I should ...?
- Do you have any idea about ...?
- Can you think of anything that ...?
- What can I do?

Giving advice

- If I were you, I'd ...
- You should/shouldn't ...
- The best thing to do is ...
- Why don't you ...?

- Have you thought of/about (+ing) ...?
- Another idea is to ...
- It's best not to ...

Result

- This would/will mean that ...
- That way ...
- If you do this, (you will/won't ...) ...

Ending the letter/email

- I hope my advice helps.
- Hope things get better.
- Let me know what happens.