



## INFORMAL LETTERS/EMAILS OF ADVICE

pp14–15

**EXAMPLE QUESTION** You have received the following email from an English friend.

Hi!

Great news – I've passed all of my exams! Now I'm trying to decide what to do this summer before I go to uni. I could just relax and hang out with friends, but I don't want to waste my time. What do you think I should do?

Write soon and give me your advice.

Sam

Write your email in reply.

Use *Hi* to start your email/letter.

The style is informal – use contractions.

Use informal vocabulary like *loads*, *a bit*, *really*, ...

Use more phrasal verbs in informal writing.

To end your email/letter, use *Bye for now*, *Cheers*, *Love*, ...

**MODEL TEXT**

**Hi** Sam,

Thanks so much for your email and congratulations on passing your exams. You must be over the moon! **I'm** really glad that all your hard work has paid off.

Anyway, first things first, you asked for some advice about what to do this summer. I know you've been studying a lot lately, but **having said that**, I agree that you should do something useful with your time. If you don't, I'm sure you'll soon get bored. Why don't you apply for an internship, for example? I've heard that **loads** of companies look for interns during the holidays. It would be a great way to get some work experience and it would help you to **stand out from the crowd** when you go for job interviews in the future. My brother's doing an internship as part of his degree at the moment and he's absolutely loving it. He says it's the best thing he's done so far. So **if I were you**, I'd definitely go online and see what's available. Incidentally, some internships are paid and others are voluntary, so it's worth finding out about that when you apply. You might be lucky and get a paid one, which means you'd be able to **save up** some money at the same time.

Another thing I recommend is making sure you get everything ready for uni this summer. It's definitely a good idea to do some reading for your course before you start. And there are practical things to think about too, like learning how to cook and organising your budget. **You'll be really busy** in the first few weeks of uni, so I suggest you get ahead while you can.

Obviously this is just one opinion, so it might be a good idea to talk to other people to see what they say. Perhaps you could have a chat with a teacher or your careers advisor, as well as your parents? At the end of the day, it's up to you to decide, but they might be able to help you to make up your mind.

Anyway, hope this helps. Keep in touch and let me know how it goes, **won't you?**

**Bye for now**,

Nick

To make the letter conversational, use informal cohesive structures.

Use idioms and colloquial expressions, like *be over the moon*, *stand out from the crowd*.

Include a variety of advice structures.

Provide information to support your advice.

Question tags are appropriate in informal writing.

## Useful expressions

### Advice structures

I suggest ... • If I were you, I'd ... • It might be a good idea to ... • It's definitely a good idea to ...  
 It's worth + *ing* • Make sure you ... • Whatever you do, don't ... • Why don't you ...?  
 You should/shouldn't ...

## Suggested paragraph plan

- Paragraph 1: Thank your friend for their email/letter and respond to their news.
- Paragraph 2: Offer advice and provide information.
- Paragraph 3: Offer further advice with information.
- Paragraph 4: Give a general summary of the advice.
- Paragraph 5: Close the email/letter with an invitation to write again.