
31 Advice and suggestions

You are going to write two emails: the first asking a friend or colleague for advice, the second giving advice and making suggestions.

EMAIL 1

Write an email to a friend or colleague asking for advice.

Some ideas are given below, but adapt and change them as you wish.

- a) An email to a friend, asking for advice about a real-life issue.
Ideas: you want to change your life in a big way, for example, changing your job or where you live; you have a boyfriend/girlfriend problems; you have money problems.
- b) An email to a colleague, asking for advice about a real-life issue.
Ideas: you have a problem with a client; you are unsure about what to do next in a particular project; you need help with the development of a new product/service.
- c) An email to a friend based on one of the situations below:
 - You've been feeling very tired recently - you don't seem to have the energy to do anything.
 - You have a large debt on your VISA card and you want to go on holiday - you need to earn some money fast.
 - Your son has recently been caught shoplifting - the value of the goods was low but he refuses to talk about it.
 - Your job is boring and you don't like your colleagues very much.
 - You want to improve your English but you don't have time to go to classes.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

EMAIL 2

Exchange emails with a different partner. Write a reply to the email you receive, giving advice and making suggestions.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

FOLLOW-UP

Exchange emails with the person who sent you the first email.

Reply by accepting/rejecting any advice or suggestions.