

ADVICE LETTER

Before You Write

A Read the letter and reply. Do you agree with Clara's advice?

Dear Clara,
I needed money, so I sold the ring my father gave me for my 18th birthday.
Next week, my parents will celebrate their 30th wedding anniversary, and Dad wants me to wear the ring to the party! I can't think of a good excuse. Why did I sell it? What should I do?
Desperate Daughter

Dear Desperate Daughter,
Selling the ring wasn't a very smart thing to do. You should have thought about the consequences first. If you needed money, you could have borrowed it from your parents or a friend.
The best thing you can do now is apologize to your father and explain why you sold the ring.
Here's one last word of advice. Don't worry too much. Your father must have made mistakes when he was your age. I'm sure he'll understand.
Clara

B Read Clara's reply again. Is she giving advice about the past, present, or both?

Your First Draft

A Read Worried Son's letter to Clara. Then answer the questions below.

Dear Clara,
My parents are away on a two-week trip. Last Saturday, after they had left, I borrowed my dad's new sweater to wear to a party. The party was fun, but someone spilled ketchup all over me. The sweater was a mess, so I threw it away. My parents are coming back next Sunday. What should I do?
Worried Son

1. What should Worried Son have done?
2. What shouldn't he have done?
3. What should he do now?
4. What shouldn't he do now?

B Write a reply to Worried Son. Use your notes and Clara's reply to Desperate Daughter as a model.

C PAIR WORK Read your partner's reply. Write answers to these questions.

1. What is the advice?
2. Do you agree with it? Why or why not?
3. Can you suggest any improvements to the content or grammar?

Your Second Draft

Use your partner's answers to revise your reply.