

INFORMAL LETTER :GIVING ADVICE

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PLAN

- Introduction-Opening Remarks-Offer Help
- Main body:Giving Advice
 - 1st paragraph - think of the first suggestion and reason.
 - 2nd paragraph - think of the second suggestion and reason.
- Conclusion.Closing Remarks
- Salutation
- Sign with your first name

USEFUL PHRASES AND LANGUAGE

OPENING REMARKS

- Thank you for your letter and of course I'd be happy to help.
- I'm sorry to hear about your (problem), but I think I can help you.
- It must be difficult /awful/terrible to.....

GIVING ADVICE

- If I were you=εάν ήμουν στη θέση σου I 'd /I wouldn't=θα
- If I were in your position , I 'd /I wouldn't
- It would(n't)be a good idea for you to
- Why don't you?
- You could/should/shouldn't
- I think the best thing would be for you to ...
- Have you thought of/about.....(+ - ing)?
- Another good idea is.....
- You could/should also
- Another suggestion/idea would be to

GIVING EXAMPLES

- For example=για παράδειγμα
- For instance=για παράδειγμα

EXPECTED RESULTS=ANAMENOMENA ΑΠΟΤΕΛΕΣΜΑΤΑ

- This will/would mean that...
- Then =Έπειτα/In the end /Eventually...
- If you could this, you will...
- This /That way ...
-so that you can/will= έτσι ώστε μπορείς /θα...

CLOSING REMARKS

- I hope I've been of help=εύχομαι να βοήθησα
- Let me know what happens= Πες μου τι συνέβη
- I hope my advice helps =εύχομαι η συμβουλή μου να βοηθήσει
- Let me know how you get on =Πες μου πώς τα πάς

SALUTATION=)Regards/Best wishes/Love