

EMAIL ASKING FOR ADVICE

Before You Write

A Read Carol's email. Why is she writing to Pam?

To: pam@freeway.com

Subject: Advice

Hi Pam,

- 1 I'm writing to ask you about something personal. Remember John, my high school friend? You met him at my birthday party. John and I have always gotten along well, but he's changed a lot recently. I'm not sure what to do.
- 2 To begin with, he's been calling me practically every day. I like friends who are thoughtful, but calling every day is too much! Also, he only calls to gossip about our friends. You know I don't like it when people talk about others behind their backs. I always try to change the subject, but he keeps calling with gossip!
- 3 I don't want to hurt John's feelings, but I need this to stop. Should I tell him how I feel? Do you think he'll be upset? What would you do? Please let me know!

Your friend,
Carol

B Complete the sentences with the number of the correct paragraph.

- a. Paragraph _____ describes the problem.
- b. Paragraph _____ explains the purpose of the email.
- c. Paragraph _____ requests advice.

Your First Draft

A Think of someone whose behavior bothers you. Answer these questions.

1. Who is this person?
2. What is it that bothers you?
3. Why does it bother you?
4. How have you responded?
5. Has the situation changed? If so, how?

B Write an email to a friend asking for advice. Write one paragraph explaining your purpose, one describing the problem, and one requesting advice. Use your notes and Carol's email as a model.

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

1. Is the explanation of the purpose clear?
2. Is the description of the problem clear?
3. Can you suggest any improvements to the content or grammar?

Your Second Draft

Use your partner's answers to revise your email.