

How to write a letter and a reply → S10-13

When you write a letter – to an agony aunt, for example – your letter should have different parts. This page shows you how to put a letter and a reply together.

1 The parts of a letter

- a) Read this letter to an agony aunt, and then read the reply. The box on the right shows you which parts of the letters there are. You need to know this for Ex. 2.

Dear Ruby,

I'm writing to you because I just don't know what to do. I'm 13, and a new friend has invited me to go on holiday with his family this summer, to Spain. They always go to really cool places, and we just go camping. We never have much money. Before I met my friend, camping was fun. But it doesn't sound fun now. My parents say: "No, you can't go." That isn't fair! I feel like I'm missing a lot of fun. I'm angry with my parents. What do you think, Ruby?

Thanks for your help!

Yours, Ben

Begin with a greeting.

The main idea(s): In an advice letter, the main idea is the problem.

Ask for advice.

Say 'Thank you!'

Your name (often with 'Yours')

Dear Ben,

Yes, I understand that a cool holiday in Spain sounds like fun. But my advice is to ask yourself this: Is your friend really a good friend? Do you care about each other? Why don't you ask him to come with your family on a camping trip. If he's a good friend, you can have fun together anywhere, right? It needn't be on a beach in Spain.

I hope this advice helps!

Ruby

Begin with a greeting.

The main idea(s): A reply should show understanding / feelings.

Give advice.

Finish your letter.

Name



Look back at the phrases box on page 77 for the language of advice.

2 Write your own letter and reply

Choose one of the problems in the list below.

Write a letter to Ruby, the agony aunt.

Write Ruby's reply to the letter.

- A. I want a pet, but my parents say "no".
- B. My friends say, "You share too much information about yourself on the internet".
- C. My parents never buy cool clothes for me. I look stupid!
- D. I never have enough pocket money.
- E. I can only watch TV or play video games for an hour on weekday evenings. It isn't enough!