

## Language Tips on Letters Giving Advice

- **Language for sympathising:** To show we understand how someone feels, we use language to sympathise with them. Some examples are:  
It's not a good feeling to be let down by your boyfriend.  
It's perfectly understandable that you would feel disappointed about...  
It's all right for you to feel like this/upset about...
- **Expressions for offering advice:** Here are some:  
I think you should...  
Have you thought about...(+ing)?  
Why don't you...?  
My advice (to you) would be to...  
If I were you, I would...  
If I were in your position, I would...  
I suggest you...; I'd like to suggest (+ing)...
- **Imperatives:** The use of imperatives is common in letters giving advice, e.g.  
Don't forget to listen to your friend's side of the argument too.  
Be ready to accept her apology and move on from there.  
Keep fit and active.
- **Modal verbs:** These show different degrees of possibility. Note: 'Must' for offering very strong advice, e.g. You must not let anyone take advantage of you. Some other examples are:  

You <b>should</b>	wash your face carefully.
You <b>should not</b>	eat too many fatty foods.
You <b>need to</b>	keep some things in mind.