

1. List out the strategies for the issues on Page 15. The more the merrier.

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2. Read the advice letter and answer the questions:

What is a typical format of an advice letter?

How do you think is the tone of the writer? What are the typical expressions?

How do you think is the content? Is it abstract or practical? Why?

What transitional words are used? Can you provide some more useful expressions?

Dear Sally,

I am sorry to hear that you have been feeling depressed because of being overweight. I'd like to share with you some tips that might help you out.

Firstly, I think you should be confident of yourself. As a saying goes, never judge a book by its cover. By no means can appearance define you. You are sure to attract others with your smart brain and big smile. Remember I took to you the first time we met each other. Besides, for the sake of your health, I suggest that you take exercise regularly. For example, you can swim or jog three to four times every week. If you keep doing that, I'm sure you will lose weight and become more energetic.

Hope some of the tips work for you. Write to me if you have further problems.

Yours truly,
Helen

3. Useful Expressions

Make suggestions	<div>✓ My suggestions are as follows.</div> <div>✓ The following suggestions should be taken into consideration when we are seeking solutions to the problem.</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>
Transitional words	Addition:

	<p>Cause and effect:</p> <p>Exemplification:</p>
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4. **Make a criteria of advice letter writing**

Format	Include all the basic elements of an advice letter.
Content	
Expression	<p>Proper transitional words.</p> <p>Few grammatical mistakes.</p>
Tone	