

ADVICE LETTER

Before You Write

A Read the letter and the reply. Do you agree with Clara's advice?

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| <p>Dear Clara,</p> <p>I work in a store. My salary is low. The job is boring, but it's secure. Today I got an offer for a more exciting job with a better salary. But I'm afraid to change jobs. What should I do?</p> <p>Linda</p> | <p>Dear Linda,</p> <p>There are three things you can do. You can stay in your job, you can accept the offer, or you can ask for time to think about it. If you stay in your job, you won't take any risks. If you accept the new job, you will feel less secure. If you ask for time to think about it, someone else may get the job. So here is my advice. If you listen to your heart, you will know what to do! Good luck!</p> <p>Clara</p> |
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B Read Clara's reply again. Complete the chart.

| | Possible actions | Consequences |
|----|-------------------|---------------------------|
| 1. | Stay in your job. | You won't take any risks. |
| 2. | | |
| 3. | | |

Your First Draft

A Imagine you are Clara. Choose a letter below and make a chart with possible actions and consequences. Use the chart above as a model.

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| <p>Dear Clara,</p> <p>I don't think my girlfriend loves me anymore. What should I do?</p> <p>Paul</p> | <p>Dear Clara,</p> <p>I want to get a bigger apartment, but my roommate doesn't want to move. What should I do?</p> <p>Wendy</p> | <p>Dear Clara,</p> <p>I hate my school! What should I do?</p> <p>Rick</p> |
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B Write a reply to the letter you chose. Use the information from your chart and Clara's reply to Linda as a model.

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

1. What do you like about the reply letter?
2. What information is unclear?
3. What else do you want to know?

Your Second Draft

Use your partner's answers to revise your reply letter.