

EMAIL WITH ADVICE FOR A FRIEND

Before You Write

Read the emails. Check (✓) the correct boxes.

| | |
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| <p>From: Bob Jones To: Andrea Dalton Subject: Help!</p> <p>Hi Andrea, I made a terrible mistake. I asked my boss for a raise. I said if she couldn't pay me more, I would look for another job. She said, "Maybe you should start looking for another job now." But I don't want another job! I just need more money for rent. What should I do? Bob</p> | <p>From: Andrea Dalton To: Bob Jones Subject: RE: Help!</p> <p>Hi Bob, You shouldn't have said that. I would have told my boss about the problem with the rent. Then I would have asked for help. Why don't you talk to her again and explain why you need a raise? More importantly, tell her you don't want another job. Good luck! Andrea</p> |
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| Who ... ? | Bob | Andrea |
|------------------------|--------------------------|--------------------------|
| 1. describes a problem | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. criticizes someone | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. gives advice | <input type="checkbox"/> | <input type="checkbox"/> |

Your First Draft

A Imagine a friend sent you this email. Answer the questions.

I worked very hard in a course, but my teacher gave me a low grade. When I asked for a higher grade, my teacher gave me a failing grade! What should I do?

1. Did your friend do the right thing?

2. What would you have done differently?

3. What should your friend do now?

B Write an email to your friend. Use your notes and Andrea's email as a model.

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

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

Your Second Draft

Use your partner's answers to revise your email.