

Code: Model Composition 1C
Type: Letter / E-mail giving advice

Topic: *Your friend Paul needs your advice. He is a table tennis champion but his parents don't want to let him take part in the semi-professional league next year (which means three hours training every day) because he has to concentrate on his university entrance exams.*

Dear Paul,

(Introduction: Repeat the problem – Be optimistic: say that there are solutions)

It was great to hear from you. Congratulations on your success with table tennis. I am sorry that your parents don't want to let you continue training but I'm sure that you can find a solution.

(Give the solutions and explain how they are going to help)

First of all, you should do your best with your schoolwork this year. You still have the end-of-year exams ahead. If you study really hard and you do well you will prove them that don't fall behind because of your table tennis training.

Second, try not to waste any time on unnecessary things like watching TV or chatting on the Internet. You must focus on two things: school and table tennis and you can do them both well.

Finally, after your parents see your change you can ask them to have a discussion. Tell them that you have made a mature decision to concentrate on two things: university entrance exams and table tennis. Explain that table tennis training will help you keep a balance between work and entertainment. I am sure they will understand.

(Closing remarks)

I hope that this advice will be of some help. Write back soon. Let me know how things are.

Best wishes

Jack

(190 words)

Useful phrases for Letter / E-mail giving advice:

- Thank you for your letter asking for my advice about...
- I realize how difficult this must be for you.
- If I were you I would...
- You should...
- I would advise you to...
- The best advice I can give you is to...
- I hope that this advice will be of some help to you.
- Don't hesitate to ask me should you need any further advice.

Linkers to add more points (και, επιπλέον, επίσης)

| | |
|----------------|-----------------------|
| First (of all) | Moreover |
| Second | Furthermore |
| Third | What is more |
| Next | In addition to this |
| Then | Needless to say that |
| Finally | To make matters worse |

Linkers to show contrast (όμως, ωστόσο, παρόλα αυτά)

| | |
|-----------------------------|--------------|
| Although | However |
| Even though | Nevertheless |
| Though | Nonetheless |
| Despite (the fact that) | |
| In spite of (the fact that) | |

Linkers to show result (επομένως, κατά συνέπεια)

| | |
|-----------|------------------|
| Therefore | As a result |
| Thus | As a consequence |