

Writing plan

Text type: E-mail of advice

Genre: Expository

Language style: Informal

Greeting the recipient informally

e.g. Hi Lucy,

Opening

- Tell Lucy you have received her e-mail
- Show understanding and support to her

Main body

Tips: Link up your ideas using cohesive devices such as 'first', 'also', 'in addition'.

- Problem: Lucy feels lonely and homesick

Advice:

- Problem: Lucy has difficulty in making friends and getting along with the local people

Advice:

- Problem: Lucy wants to help her aunt

Advice:

Closing

- Summarise your advice and show your care for her
- Show that you look forward to her reply

Informal close and the sender's name

e.g. Take care,
Emily

Sentence patterns

1. *It is* + adjective + *to*-infinitive

Example: It is easy to make friends through joining school clubs.

2. *Not only...but also...* Tips: Use inversion here

Example: Not only can you learn to play the violin, but you can also make some new friends.

3. Relative clause (Non-defining)

Example: You can ask your classmates to show you around, which is a good chance to get to know them.

4. Present participle clause

Example: Being cheerful and friendly, you can naturally attract people's attention.

5. *If*-conditional (Probable conditional):

Example: If you help your aunt take care of her pets, she will be very happy.
(*If*-clause; simple present tense) (Main clause; simple future tense)

Some useful vocabulary

Habit (n.)	嗜好	Enjoyable (adj.)	令人享受的
Lifestyle (n.)	生活方式	Outgoing (adj.)	外向的
Self-discipline (n.)	自律	Helpful (adj.)	樂於助人的
Humorous (adj.)	風趣的	Advantage (n.)	優勢
Considerate (adj.)	為人設想的	Interpersonal skill (n.)	人際技巧
Care (v. / n.)	關心	Independent (adj.)	獨立的
Respect (v. / n.)	尊重	Personal growth (n.)	個人成長
Wear a smile (v.)	面帶微笑	Communication skill (n.)	溝通技巧
Cultural difference (n.)	文化差異	Housework (n.)	家務
Joke (n.)	笑話	Thankful (adj.)	感激的
Confident (adj.)	自信的	Eye-opening (adj.)	大開眼界的