

**Speech acts and English for Specific Purposes (ESP)
Advising and suggesting**

	Formal/Neutral	Informal
Asking for advice	I was wondering if you had any ideas about... What would you advise me to do? What do you think about...?	Shall I do?
Giving advice	I think (that) it might be a good idea to... Have you thought of/considered doing...? It is advisable to do...	I think you should... You should consider doing...
Suggesting	I think (that) you should accept... I think (that) you ought to do... I suggest (that) you do... I suggest that you should do... I suggest doing... My suggestion is to do... It is essential that you do... It is high time you did...	Let's do ... What/How about + <i>ing</i> Why don't you go to...

Suggested structure for giving advice in writing

The structure below can be adapted to the level of formality and the real communication context.

- Paragraph 1** - refer to the subject matter (You have requested/asked for advice regarding...)
- Paragraph 2** - summarise facts (Our/My opinion outlined below is based on ... ; From the information you provided us with, we/I understand that...; Form your previous message I gather...)
- Paragraph 3** - identify the issue (The underlying issue seems to be...; The matter seems sensitive...)
- Paragraph 4** - refer to relevant legislation/practice in the field (As the law provides...; A good practice procedure requires...)
- Paragraph 5** - draw conclusions (Having considered all the above,...; Bearing all these in mind...)
- Paragraph 6** - suggest alternatives (In the view of the above mentioned, there are several alternatives; In my opinion, there are two things you could do)
- Paragraph 7** - close the message (Should you need further clarifications, we/I will be glad to be of assistance; Please write back to me, should you need more help)