

Giving advice

SKILLS

LEVEL
Intermediate

NUMBER
EN_BE_3113X

LANGUAGE
English

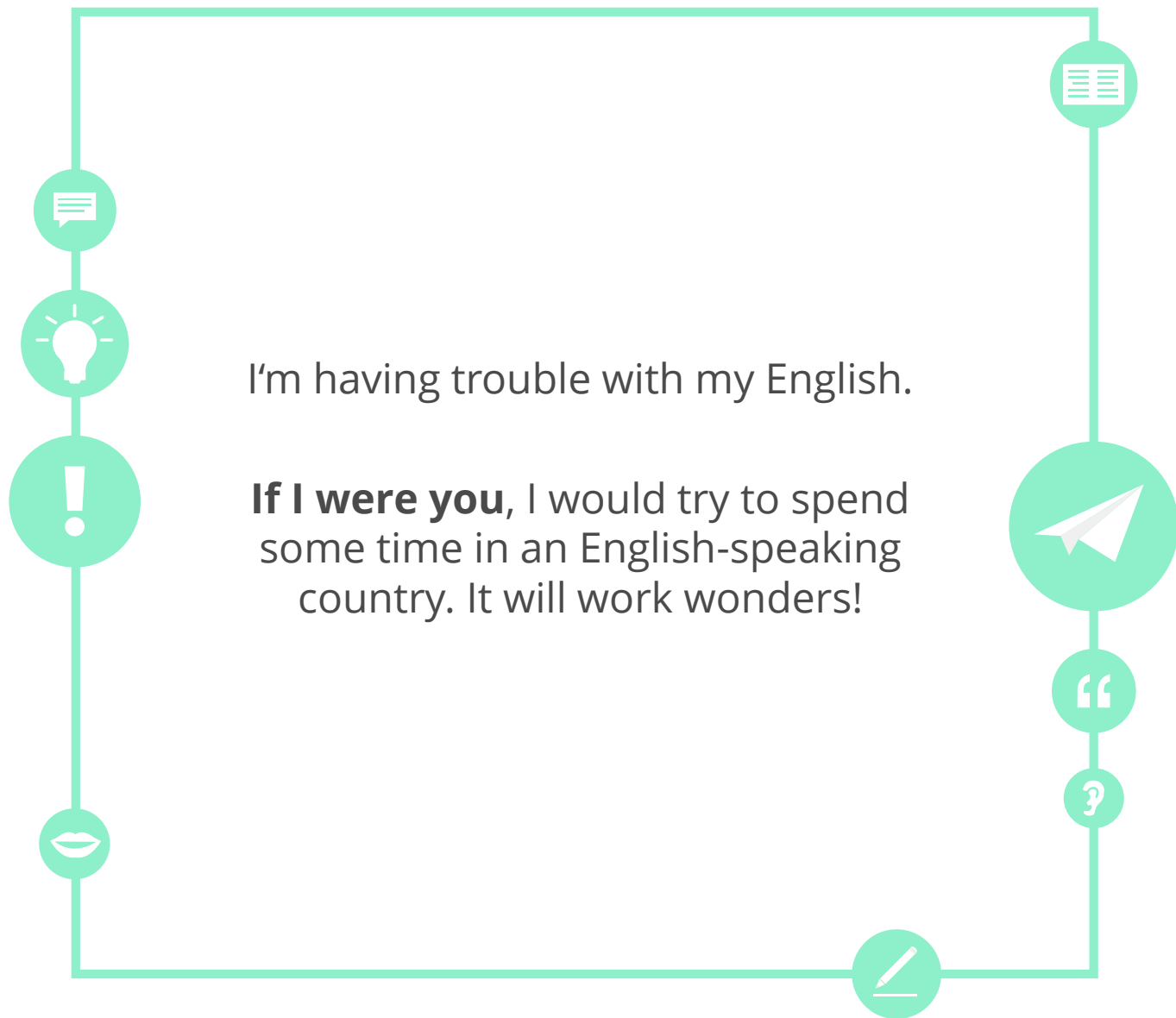




Goals

- Can recall and use structures for giving advice.
- Can express straightforward opinions regarding the problems of others.







Preview and warm-up

- In this lesson you are going to learn some **useful phrases** for **giving advice**.



I'm feeling so overwhelmed, what do I do?!



Giving advice

In what situations do you have
to **give** someone **advice**?
Can you remember the last time
you gave or got advice?



active listening

Before you can give any **advice**, you have to **listen** to the problem.
Active listening skills are **very important** in this.



You should **concentrate** fully on what the person is saying – don't think about your answer while they are speaking.



Take time to think about your response and ask **clarification questions** if you need to.



Clarification

- Here are some **questions** you might ask for **clarification**.



What exactly is the problem because I'm not sure I understand?

Can you explain again exactly what happened?



So what you're saying is...

Can you give me an example of that happening?





Expressing concern

- **Before giving advice**, you should **express your concern** about the problem.
- Here are some phrases to do that.

Oh, poor John!

I'm really worried that...

That's very troubling...

That worries me...

I'm very concerned about...

That's terrible!





Expressing understanding

- You can also **express your understanding** before you give any advice.
- Below are some phrases to do that.

- I understand the issue.
- I see what you mean.
- That's definitely a tricky problem.
- I completely understand why you're concerned.





Expressing comfort

- You can also **comfort** the person **before giving advice**.



It's not the end of the world.

It's not that terrible; don't worry.



Take it easy, it's a minor thing.

It's not so bad. We can solve the problem together.





Fill in the gaps

Fill in the gaps with the words on the right.

1. I understand the _____.
2. That's very _____ - let's think about what we can do.
3. Take it easy, it's a _____ thing.
4. Can you give me an _____ of that happening?
5. That's definitely a _____ problem.

troubling

tricky

example

issue

minor



Use some of the phrases on the previous pages to react to these situations.

Your friend Mustafa does not get along with one of his colleagues.

Your friend Margery is having trouble remembering past verb forms.

Your friend Ola is very unmotivated with her job at the moment.

Your friend Alex has just got fired.



Active listening

**In which situations is it most important to listen actively?
How can you be sure you are doing this?**





Giving advice

- After you have listened and given your initial reaction, you are ready to **give advice**.
- One way to do this is to use a **modal verb**. Look at the examples below.

You should make more of an effort to be on time for work.	I think you ought to talk to your boss.
You could try taking up jogging.	I think you should write him a letter.
You ought to eat more vegetables.	You could cook more meals at home.
You should try to save a little money every month.	I think you ought to stop lending him money.



Giving advice

- You can also frame your **advice** as a **question**.
- Look at the example questions below.

How about finding a new supplier?

Why don't you see if your colleague can help?

What about taking the bus?

Wouldn't you like to speak to him directly?

Why not give a few things to charity?





Giving advice

- You can also **put yourself in the other person's position** using a **conditional** sentence.

■ If I were you...

- I would talk to him myself.
- I would speak to a lawyer about it.
- I wouldn't think any more about it.
- I wouldn't let him borrow anything again.



Giving advice

- You can also use the verbs **suggest** and **recommend** to give advice.



I **suggest** discussing this with your boss.

I **recommend** booking tickets in advance next time.



I **suggest** hiring a professional to do the job.

I **recommend** using an agency to book flight tickets.





Giving advice

- Here are some more phrases for **giving advice**.

- It is usually a good idea to...
- In my experience...
- One idea is to...
- Your only option is to...
- You have no choice but to...





Fill in the gaps

Fill in the gaps with the phrases from the previous pages.

1. If you're feeling unhealthy, I _____ eating more fruit and vegetables.
2. If I were _____, I would try calling him again.
3. How _____ seeing a different doctor?
4. You _____ to pay attention to the market.
5. Wouldn't you _____ to try again?



Listen

Listen actively to your teacher
describing a **problem**.
Ask for **clarification**, if
necessary.





Give some advice

**Give your teacher some advice on their problem.
Don't forget to react to the problem first.**





Your problem

**Think of a problem you have at the moment at work.
You are going to tell your classmates and get some advice.**

- Try to give some details about the problem.
- Be specific about why you are worried.





Speaking

Now tell your classmates the problem you thought of on the previous page. They will give you some advice.





Game

Give some advice to these people.



I hate my team.

I don't know what I'm doing at my new job. I feel as though I haven't received adequate training.

I feel undervalued at my company.

I've made a terrible mistake which has adversely affected my team.



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Activity p. 19

1. suggest/recommend, 2. you, 3. about, 4. ought, 5. like

Activity p. 11

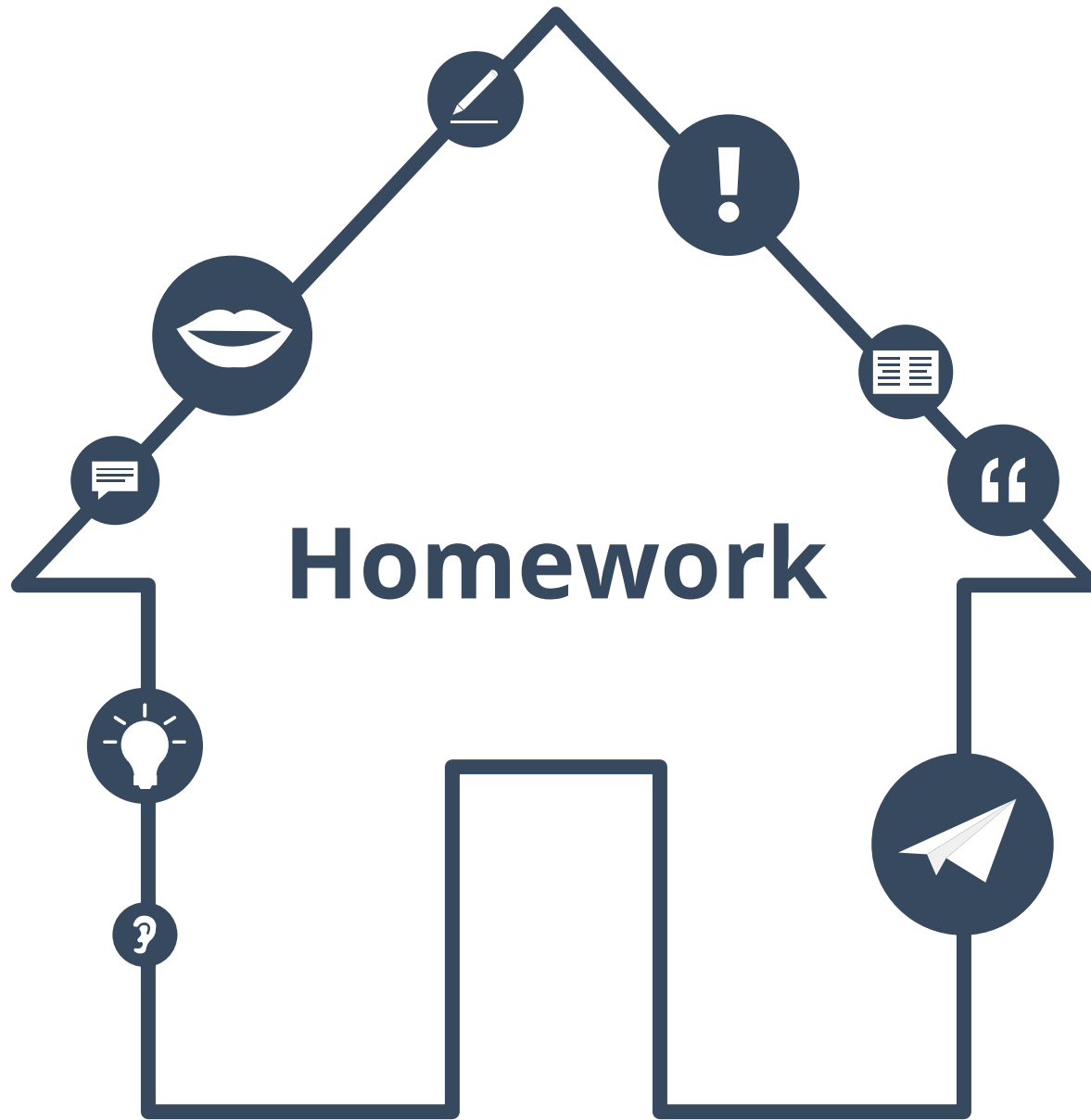
1. issue, 2. troubling, 3. minor, 4. example, 5. tricky



Transcription

Activity p. 20

My son has been very quiet recently at home. I asked him if anything was wrong but he said no. This evening his teacher called me and said that there was a problem. She has noticed some of the other children in my son's class behaving aggressively towards him, and pushing him over in the playground. She went and told the boys off but it happened again soon after. She said that my son spends a lot of time alone and doesn't seem to have many friends. I don't know what to do.





Fill in the gaps

1. If you want to lose weight, I _____ putting that chocolate bar down.
2. If I _____ you, I would face up to the problem now.
3. Can you _____ me an example of that happening?
4. You _____ stop telling him your secrets.
5. I'm very _____ about that.





Writing

**For each of the problems in the game on p. 23 of the lesson,
write a piece of advice.**

1.

2.

3.

4.



Homework answer key

Activity p. 29

1. suggest, 2. were, 3. give, 4. should/ought to, 5. worried/troubled



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