

## PERSONAL LETTER

**Your friend Helen has decided to become a vegetarian.**

**Write a letter to her in which you give her your opinion and some advice on this plan.**

<p>Die Einleitung beginnt mit Anrede, Ort und Datum. Anschließend bietet sich eine <i>höfliche Einleitungsfloskel an</i>, von der aus zum <b>vorgegebenen Thema</b> übergegangen wird.</p>	<p style="text-align: right;">Munich, 15 July 2008</p> <p>Dear Helen,</p> <p><i>Thanks for your letter which I received today. I must write back at once, because <b>your plan to “go veggie”</b> really took me by surprise. I seem to remember quite clearly that you used to like your steak or your grilled sausages at our barbecues, or am I wrong? Why this sudden change of mind?</i></p>
<p>Im Hauptteil wird das Thema in klar voneinander abgegrenzten <b>Argumenten</b> entwickelt. In diesem Fall wird die im Thema verlangte Meinung der Briefschreiberin durch die jeweils <u>unterstrichenen Ausdrücke</u> eingeleitet, mit einer Begründung und abschließend mit einem Ratschlag (<i>advice</i>) versehen.</p> <p>Der Schreibstil wird sich salopper gestalten als beispielsweise der eines geschäftlichen Briefes, in jedem Falle aber dem persönlichen Verhältnis von Briefschreiber und Adressaten angepasst sein. Es empfiehlt sich, Bezüge auf einen gemeinsamen Hintergrund einzubauen (class reunion, best wishes to parents etc.).</p>	<p>Is it because of all this recent talk about the <b>environment</b>? It is true that modern farming methods contribute hugely to pollution, and battery farms certainly exploit many animal species. <u>Nowadays, however,</u> there is a huge number of organic and free-range farms where meat is produced in an environmentally friendly way and without cruelty to animals. <i>Why don't you buy your meat there?</i></p> <p>I have also heard about people becoming vegetarians because of all these <b>recent food scandals</b> like BSE or salmonella infections. <u>Don't you agree, however,</u> that in this day and age we will never be able to avoid all risks connected with food consumption, no matter which diet we choose? <i>I think it should be enough to be always well-informed and careful,</i> especially as long as we stick to a high standard of hygiene when preparing food.</p> <p>I can imagine that your decision was mainly motivated by <b>health reasons</b>. I've also read that meat is really high in cholesterol and that it might even increase your risk of contracting cancer. <u>We should really remember</u> that man has been eating meat since the beginning of time and that we are made to eat both meat and vegetables. Just think, meat and fish provide you with vital proteins, iron, minerals and vitamins. In my view <i>the key to good health is a balanced diet where you eat the right proportion of all sorts of food.</i></p>
<p>Den Schluss bildet eine Zusammenfassung der eigenen Meinung, ein Rat, eine Zukunftsperspektive o. ä. gekoppelt mit <i>höflichen</i> Schlussfloskeln. Der Brief endet mit einer angemessenen Grußformel und dem eigenen Vornamen.</p>	<p>I would advise you to think it over, because I will really be concerned about your well-being if you stick to a decision that could have been taken on the spur of the moment for reasons that you haven't considered well enough.</p> <p>I am looking forward to seeing you again at our next class reunion (perhaps with a lovely barbecue?). Give my regards to your parents. Take care!</p> <p>Love, Susan</p>

