

## Personal Letter

Dear Joseph,

How are you? I miss you very much. Recently, I am worried to hear that you spend a lot of time on social activities and not focus on studies.

Let me tell you why you should concentrate on your studies first. I know that you are taking your A-level exams this year and you should concentrate on your studies to have a great result to enter university. Last summer you told me that you really want to study at university so you should study hard to fulfill your dream. Let me suggest some ways for you to manage your time between studying and social activities.

First of all, you should set a time table to limit your time on social activities. In the time table, you may also write down which subject you will study every day because your A-level exams is coming very soon and you should spend your time in a proper way. The other advantage of drawing up a time table is to help regulate your life. You plan what you will do every day so you can avoid putting lots of time on partying and working which reduce your time to sleep. Therefore, drawing up a time table can make you healthier.

Second, I know that sometimes you go partying and go to pubs because you need to relax from studies. So, I suggest you doing other things to reduce your pressure. Parties and pubs are generally held at night. They will affect your studies so much that you may fall asleep in the lessons. You can listen to the music or watch a film instead of go partying because it can help you become sleep well at night. However, partying only consumes your energy and you won't have sufficient time to sleep.

Third, you should give yourself a goal, for example, which university you want to study in and what grade you want to get. Based on your goal, you may put more attention on studying. As for your job, I know that you are not earning your pocket money and your mother gives you money every week, so I strongly suggest you quit your job. If not, I don't think you will have time to study. On the other hand, party and pubs are held and open every day, however, your A-level exams is a one-off exam. You may go partying and go to pubs after exams. It just takes a few months and I don't want you to regret it.

I hope you will have a flying colour in your A-level exams. Please write back soon to let me know what you are thinking.

Best wishes,

Chris