

**1. Match the headings to the paragraphs.**

- a) Put yourself in the advisee's shoes
- b) Understand that the person may not take your advice
- c) Listen to the person asking you for advice
- d) Be honest
- e) Set a good example

**2. Complete the sentences according to the text.**

- a) Being an active listener is important because .....
- b) If you don't feel comfortable about giving advice .....
- c) If you want to be reliable .....
- d) Sometimes people just ask for your advice, but .....
- e) I usually ask for advice because ..... 1