

# GENERAL STRATEGIES

## THANK-YOU NOTE

F W



### INSTRUCTION SHEET

#### **INSTRUCTIONS:**

Two example thank-you notes have been provided with a brief introduction to how and why they are written. This can be an easy way to introduce students to writing short, formulaic letters, and works well as a class activity after a guest speaker has come to your class. Students can also use the template to write notes to people who have helped them adjust to life in Canada.

**REQUIRED STRUCTURES:** social registers for thanking, writing

**REQUIRED VOCABULARY:** *appreciation, addressee, body (of a letter), signature, salutation*

**GROUP SIZE:** individual

**HANDOUTS:** Writing a Thank-you note worksheet

**OTHER MATERIALS REQUIRED:** blank thank-you note cards if done for class visitor

**RELATED GRAMMAR:** sentence structure

#### **FOLLOW-UP ACTIVITIES:**

list other times notes are sent (i.e. for gifts received)

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## THANK-YOU NOTE

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### WORK SHEET

Writing a thank-you note to someone who visits your class, gives you information, or helps you in your new life in Canada is a good way to show appreciation and a good way to practise your writing.

A thank-you note can be short and simple. You need a date, the person's name (the addressee), what you're thanking them for (the body), and your signature. It is especially nice to say something about how the information was helpful, or what you will do with it.

#### examples:

DATE:

March 16, 2003

ADDRESSEE:

Dear Ms. Downey,

BODY:

Thank you for the information about Manitoba. The pictures are beautiful. I will use the information in a school project this term. Maybe one day my family and I will visit your province.

SALUTATION:

Sincerely,

SIGNATURE:

DATE:

July 10, 2003

ADDRESSEE:

Dear Constable Parks,

BODY:

Thank-you for coming to our class last week and talking to us about safe driving. The video about drinking and driving was scary but very good.

SALUTATION:

Thank-you also for the key chains.

SIGNATURE:

Regards,

#### Now you try:

DATE:

ADDRESSEE:

BODY:

SALUTATION:

SIGNATURE: