

10 Writing a Thank You Letter

TRANSITION OBJECTIVE

Students will discuss the importance of showing appreciation and will write and mail a thank you letter to the guest speaker.

RELEVANCE TO SUCCESSFUL TRANSITION

Kindness, courtesy and thankfulness are sometimes forgotten in our fast-paced, busy lives. These courtesy skills build relationships, which in turn provide a support system for a successful life. Practicing these skills will foster good habits for life.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I appreciated the speaker presentation because . . .

❑ STEP 2: Convene Roundtable

"When people thank me for what I do I feel _____."

❑ STEP 3: Advance Organizer

"Today we will talk about the importance of thanking people who do something for us. We will write a thank you letter to this week's guest speaker."

CAREER MANAGEMENT: Appendix A PREPARATION UNIT: LESSON 10

Sample Thank You Letter

Date:

Ms. Sandy Jones
West Tech Enterprises
14 Industry Way
Garden Trail, OR 98765

Dear Ms. Jones,

Thank you so much for the presentation you made to our class last Thursday. We liked learning about your business and the kind of work you do.

It is interesting to know that your favorite part of the job is working with people.

Thank you for taking time from your busy schedule to talk to our class.

Sincerely,

(signatures of group)

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❑ STEP 4: Activity - 25 Minutes

Ask: "Has anyone received a thank you letter recently? How did you like it? What did it say? Why is it important to write thank you letters to our guest speakers?" (show appreciation, keep the opportunity to invite this speaker open, help the speaker learn your name for future contacts). Give copies and read the short **Sample Thank You Letter** to students and project as a screen image. Next, write a sample, three-sentence thank you letter with the correct name and address of the speaker on the chalkboard. Review the five major parts of the letter - heading, greeting, body, closing and signature. Ask students to count the number of sentences and talk about the main point of each sentence.

Have students look at the completed **Fact Finding Worksheet** from Lesson 9. In pairs, have students find information from the **Fact Finding Worksheet** to use in the body of the thank you letter. Ask pairs to share their examples with the class.

❑ STEP 5: Activity - 25 Minutes

Divide students into groups of three and write the following headings on the board: greeting, body, closing and signature. Ask students to assign themselves the following roles within each group: timekeeper, recorder and reporter. Have students work together in these cooperative groups to draft a thank you letter. Refer to the sample letter

for the heading, greeting, body, closing and signature. When students have finished, have the reporter from each group read the body of their letter aloud. Check for correctness in language, punctuation and spelling. The finished letter should be typed before it is mailed to the guest speaker. All four students will sign the letter before it is sent.

person they named telling them they are appreciated.

❑ STEP 6: Evaluate Outcomes

It's a good idea to thank other people because "_____."

❑ STEP 7: Connecting Activity

Have students respond to the quote on the handout **Think About This** by completing the following two steps: 1) Read the quote and write a 3-5 sentence response that describes or names one person they appreciate and why; 2) Send a note, text or email to the

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PREPARATION UNIT
LESSON 10

◆ THINK ABOUT THIS ◆

Just try new things. Don't be afraid.
Step out of your comfort zone and soar.
Michelle Obama

What does this quote mean to you?

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KEY WORDS

appreciate

grateful

acknowledge
respect

value

regard

MATERIALS AND PREPARATION

- Student Handouts: **Sample Thank You Letter**, Appendix A, page A5. **Think About This**, page 14.
- Prepare review of speaker presentation.
- Write the **Sample Thank You Letter** on the board or as an electronic document projected as a screen image.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Listening, Writing
- Thinking Skills: Creative Thinking
- Personal Qualities: Sociability

