Writing Warm Up

Spend at least five minutes writing about the topic below. Do not worry about spelling or grammar.

Sometimes our problems are all we can see. Still, there are many good things in our lives. Think about them. What are some of the things you are thankful for?

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Writing a Thank You Letter

There can be times in life when you want to say thank you to someone in writing. Have you ever done this before? Did you ever write a thank you note for a birthday present? Have you ever written a thank you note for a job interview? You may want to write a note to a teacher or a friend who has helped you out. There are many reasons to write thank you letters. A gift can be something tangible like a sweater or food. A gift can also be a special act of kindness. It can be something someone has done for you like when a friend drives you to the store. In this lesson, you will learn how to write a thank you note.

Brainstorming: Coming Up with Ideas

Whenever you write, you want to organize your thoughts first. That way your ideas will be clearer and easier to express. Let’s start by thinking of who you might send a thank you letter. Has a friend helped you out lately? Did someone lend you money when you needed it? Has someone brought you some food or another present? If you can’t think of anyone, write a note to the teacher who has helped you with this lesson.

Complete this chart. It is a graphic organizer. It will help you organize your thoughts. Answer the questions and you will be able to start your note.

<table>
<thead>
<tr>
<th>Who do you want to write your letter to? (A friend? Your teacher?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>What did this person do for you?</td>
</tr>
<tr>
<td>How do you feel about getting this gift?</td>
</tr>
<tr>
<td>How will you use the gift?</td>
</tr>
</tbody>
</table>
Write On!  Thank You, Thank You Very Much

Writing Your Thank You Note

A thank you note is easy to write—if you know how. It has five parts to it. It should thank the reader for the gift. It should also let the reader know how you feel about the present and what you will do with it. Look at the formula below:

1. The opening starts with the word Dear followed by the person’s name. The opening is also called the salutation.
2. Say thank you and write a sentence about how you feel about the gift.
3. Tell why the gift was important to you.
4. Thank the person again.
5. Sign your name.

Here’s an example

Dear Juan,

Thank you for the vegetables you brought over last night. That was a very nice thing to do.

I used the corn and lettuce to make dinner. My family really enjoyed it. I was happy to have them because I did not get to the store yesterday.

Thank you again for being so thoughtful. Next time you should stay for dinner.

Your name

Remember:
A gift can be a special act of kindness.
Your turn

This template will help get you started. Write a note for a tangible gift someone gave you such as a sweater or food. Fill in the blanks below.

Dear ________________________________,

Thank you for _____________________________________________________________

____________________________________________

(How did you feel about it?) _____________________________________________________

____________________________________________

(Why was the gift important to you?) _____________________________________________

____________________________________________

(What will you use the present for?) _____________________________________________

____________________________________________

Thank you again for __________________________________________________________

____________________________________________

Sign your name

Merci
Gracias
Danka
Grazie
Mesi poutet ou
Your turn
Now write a note for something someone has done for you. Try completing this note without the template.

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Remember:
Add a sentence that tells how you feel about the gift.
Finishing Up!

You did a great job! What you have written is called a **rough draft**. It is a great start. Now is the time you can make it better. Go back and read each sentence. Some sentences may not sound right to you.

- Are the words spelled correctly?
- Did you use capital letters and punctuation?
- Did you remember to use paragraphs and indent?

Complete the checklist on the next page. Once you are happy with your letter, copy it on the lines below. You can also copy it onto a sheet of paper or a note card. If you have a computer, you can type it and print it out. When you are done, give or mail it to the person.

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Note-writing Checklist

☐ I addressed my letter by using the word *Dear* and the person’s name.
☐ I told my reader thank you for the gift and told how I feel about it.
☐ I signed my name to the note.

Writing Traits Scored in this Lesson

<table>
<thead>
<tr>
<th></th>
<th>Great Job</th>
<th>Almost There</th>
<th>Keep Working</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5 points</td>
<td>3 points</td>
<td>1 point</td>
</tr>
<tr>
<td>Sentence Fluency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Sentences start in different ways.</td>
<td>● Some sentences start in different ways.</td>
<td>● All sentences start the same way.</td>
</tr>
<tr>
<td></td>
<td>● Sentence length varies.</td>
<td>● Most of the sentences vary in length.</td>
<td>● There are too many short sentences.</td>
</tr>
<tr>
<td></td>
<td>● The piece flows smoothly when read aloud.</td>
<td>● Most of the writing flows smoothly when read aloud.</td>
<td>● The writing does not flow smoothly when read aloud.</td>
</tr>
<tr>
<td>Conventions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Sentences are complete.</td>
<td>● Sentences are complete.</td>
<td>● Sentences run together.</td>
</tr>
<tr>
<td></td>
<td>● Punctuation and capitalization are used correctly.</td>
<td>● Capital letters and periods are used.</td>
<td>● Punctuation and capitalization are inconsistent.</td>
</tr>
<tr>
<td></td>
<td>● Spelling is correct.</td>
<td>● Spelling is mostly correct.</td>
<td>● Several words are misspelled.</td>
</tr>
</tbody>
</table>

Words to Know

tangible: something that can be touched and felt
formula: a set of rules for a procedure, such as note writing
salutation: the opening or greeting in a letter
template: a guide to use in making something, rather than starting from scratch
rough draft: the first version of a piece of writing