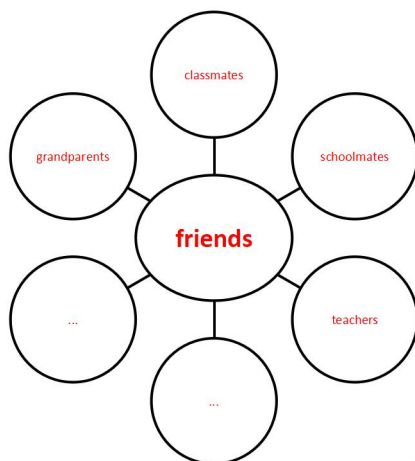


I. Activity 1:

Q: Who would you like to make friends with?



II. Activity 2:

Q: Who would you like to write to?

My teacher.

Q: What is the structure of a thank-you letter?

1. the heading
2. the greeting
3. the body
4. the closing
5. the signature

Q: What expressions can be used in a thank-you letter?

Greetings	
Formal	Informal
Dear Jane,	Hi Jane, Hello Jane,
Your gratitude and the reasons why you are thankful to your friend	
Formal	Informal
I really appreciate ...	Thank you for ...
Closing	
Formal	Informal
Best wishes, Best regards, Sincerely yours,	Love, Your friend, Yours,

III. Activity 3:

Writing task: After a job interview, Samantha Fox successfully got the Personal Secretary position at AA company, she would like to write a letter to Professor Wilson. Suppose you were Samantha Fox, you would write a thank-you letter.

【The first draft】

Dear Prof. Wilson,

I have good news to tell you. Because of your recommendation, I have got the job the Personal Secretary position at AA company. I'm so excited and happy about that. I'm at the right place, at the right time because my certifications were good. But I couldn't get the job if you didn't recommend me. I was so nervous before the interview. So when I found out that I was employed by the company the third day, I start to look forward to a wonderful career at AA company.

Thank you for recommending me for the job and I will try my best not to make you disappointed but rather make you proud of me.

Sincerely,
Samantha Fox

Checklist 1

Put "Yes" or "No" or "To be improved" in brackets.

- Do I express my gratitude sincerely at the beginning? (No)
- Do I state the reasons why I am grateful clearly? (To be improved)
- Do I include anything irrelevant in my letter? (Yes)

【The improved version 1】

Dear Prof. Wilson,

Thank you so much for recommending me for the Personal Secretary position at AA company. Because of your recommendation, I have got the job and I'm so excited and happy about that.

My certifications were good for the position but they wouldn't work if you didn't recommend me. I was so nervous before the interview. It was your recommendation that helped me a lot. So when I found out that I was employed by the company the third day, I couldn't help but think of your kindness.

Thanks again for recommending me for the job and I will try my best not to make you disappointed but rather make you proud of me.

Sincerely,
Samantha Fox

Checklist 2

Put "Yes" or "No" or "To be improved" in brackets.

- Does my letter sound formal? ()
- Does my letter have anything that may cause readers' confusion? ()
- Do I use proper language to express my strong feeling of gratitude? ()

*Learn more expressions that can be used in a thank-you letter.

I'm writing to express my thanks to you for...

I'm writing to extend my heartfelt thanks/gratitude to you for...

I'm writing to convey my sincere appreciation to you for...

I am very grateful for...

I must thank you again for your generous help.

Again, I'd like to express my warm thanks to you.

Please accept my gratitude now and always.

My true gratitude is beyond words. Thank you again.

If you need any help I can offer, please let me know. I would appreciate it very much if you could give me a chance to return your kindness.

【The improved version 2】

Dear Prof. Wilson,

I am writing to extend my sincere thanks to you for recommending me for the Personal Secretary position at AA company. Because of your recommendation, I have got the job and I'm so excited and happy about that.

My certifications were good for the position but it was your recommendation that helped. So when I found that I was employed by the company the third day, I couldn't help but think of your kindness.

I must thank you again for your generous help. I will try my best not to let you down. Please don't hesitate to let me know if there is anything I can do for you.

Sincerely,
Samantha Fox

IV. Activity 4:

Editing Checklist

- Is the structure correct? ()
- Is the spelling correct? ()
- Is the punctuation correct? ()
- Is the grammar correct? ()
- Is the language appropriate? ()

Assignments:

1. Polish your letter based on the advice given by the classmates and teacher;
2. Write a thank-you letter to the person you mentioned at the beginning of the class.