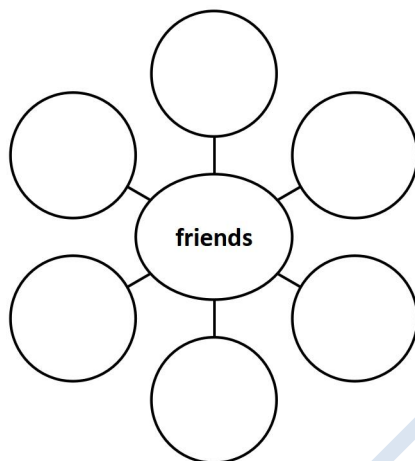


### I. Activity 1:

**Q: Who would you like to make friends with?**



### II. Activity 2:

**Q: Who would you like to write to?**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

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### 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】**

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Checklist 1<sup>4</sup>

Put “Yes” or “No” or “To be improved” in brackets.<sup>4</sup>

- Do I express my gratitude sincerely at the beginning? (     )<sup>4</sup>
- Do I state the reasons why I am grateful clearly? (     )<sup>4</sup>
- Do I include anything irrelevant in my letter? (     )<sup>4</sup>

**【The improved version 1】**

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Checklist 2<sup>4</sup>

Put “Yes” or “No” or “To be improved” in brackets.<sup>4</sup>

- Does my letter sound formal? (     )<sup>4</sup>
- Does my letter have anything that may cause readers’ confusion? (     )<sup>4</sup>
- Do I use proper language to express my strong feeling of gratitude? (     )<sup>4</sup>

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

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**【The improved version 2】**

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#### 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.