

How to Basics of a Thank You Note

Lesson Plans

Intended Audience: 8-19 year olds

Group Size: Any as long as they can see the examples.

Lesson Objective:

Each participant will be able to:

- 1. Develop an understanding of why we thank people.*
- 2. Explore a simple way to remember the parts of a thank you note.*
- 3. Understand how to fill out an envelope to send a thank you note.*

Time: 20 minutes or more

Equipment and Supplies:

Flipchart, Chalk board, or Dry Erase Board

Paper and pens/pencils.

Thank you notes (extra activity)

Do Ahead: Draw out envelope examples

Background: None needed.

Introduction: As 4-H members, opportunities to send thank you notes will be given through receiving awards and maybe selling an animal in the livestock sale. This simple little card shouldn't be hard, that's why we have created the basics to help members easily create a thank you note. Never assume that your older members can write them correctly.

#1 What to do: Ask the group. Why do we send thank you notes?

Answers may be – It is the right thing to do, It meant something to you, You care and our reason why to send a thank you ... the note receiver did something that they did not have to do, like gave you an award, gift, time or service.

Ask the group if they have ever heard of the "5 W's and H" to writing news? If you can remember these you can write a great thank you.

#2 What to do: On flip chart paper or dry erase board introduce the 5 W's and H and what they mean to a thank you note. Give examples as you go.

1. Who? Who are you writing to?

Dear Mr., Mrs., Miss, Sir or Madam _____,

2. What? What are you thanking them for?

"I would like to thank you for the great trophy you donated..."

3. Where? and When? did you get the award, gift, or service.

"...at the Morrow County fair this year."

4. Why? Why is this important to you, your 4-H story.

"I worked really hard on my project during the summer and this is a great honor."

5. How? How you may use the award or gift and/or how you feel.

"When I won the trophy all I could do is smile. It was a fair I will never forget."

6. And lastly the From: Thank you, Your Name
Thanks, Your Name
Sincerely, Your Name

Practice! Make a "Sloppy Copy" Let them know that it is always a good idea to practice what they are going to write. At this point have the members write a sloppy copy thank you note using a scrap piece of paper or the practice worksheet. The final copy should be written in pen.

(Optional: Write thank you notes from your 4-H club members.)

#3 What to Do: The Envelope: Ask the group – How do you get the thank you to the person you are thanking? Answers: Put it in an envelope and hand deliver or mail it.

Ask the group - What happens if you send an envelope in the mail that is filled out wrong?

Possible Answers: It doesn't get to who you are sending it to, comes back to you, or goes into the trash at the post office.

Draw on flip chart/chalk board the four examples. Make sure they are large enough to see by all. Discuss all examples, point out the wrongs and show the correct method.

#4 What to Do: Review with the group the 5 W's and H of Thank you Notes. Ask the group to name them.

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To

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From

Sally Gaither
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Practice/Sloppy Copy

Dear _____, (Who)

Answer these questions: __ What
are you thanking them for,
__ Where/When did it happen,
__ Why is it important to you and
__ How do/did you feel or how will
you use it?

(From) Thank You,

(Your Name)

