

T E X A S A D U L T E D U C A T I O N S T A N D A R D S
L E S S O N P L A N

Before you begin

Title: Thank You, Thank You Very Much

Setting: ABE/ASE

NRS Level(s): Level 2: Beginning Basic Education

Open entry/exit: Yes

Context: Family

Standard(s): Conveying Ideas in Writing

Benchmark(s): 1.2, 2.2, 3.2, 4.2, 5.2

Objective: To plan, compose and writing a thank you note.

Materials: Pencil, pen, writing paper, note cards, and envelopes

Estimated time needed to prepare for this lesson plan: 1 hour

Estimated time needed to complete this lesson plan: 1 - 2 hours

The Lesson Plan

Introduce the lesson:

Present examples of Thank You notes. Discuss as a class the what goes into writing a thank you note and the different occasions when thank you notes can be written. Also discuss the benefits of using thank you notes.

Teach the lesson:

Have small groups identify who and why they are going to write a thank you note. Discuss grammar, writing, and addressing envelope.

Practice the lesson:

Have the groups write two Thank You notes: a casual thank you note (example to a friend) and a formal thank you note (example to a interviewer after a job interview).

Assess the lesson:

Select from a list, have students choose a selection and write a thank you note.

Apply the lesson to the real world:

Write a note to someone they know.

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