

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

**Setting:** ESL

**NRS Level(s):** Level 3: High Beginning  
Level 4: Low Intermediate  
Level 5: High Intermediate

**Open entry/exit:** Yes

**Context:** Family

**Standard(s):** ESL Convey Ideas in Writing

**Benchmark(s):** 1.4, 1.5, 3.3, 4.3, 4.4,

**Objective:** To determine situations that requires a written thank you and appropriate response.

**Materials:** Paper, pen, sample thank you cards, sample letter with 5 parts (date, greeting, body, closing, signature)

**Estimated time needed to prepare for this lesson plan:** 30 minutes

**Estimated time needed to complete this lesson plan:** 3 hours

**The Lesson Plan**

**Introduce the lesson:**

Provide sample formal and informal thank you notes or cards. Illustrate to the class the information contained in a written thank you note.

**Teach the lesson:**

In pairs, brainstorm a list of situations that require a written thank you note. Discuss the audience (recipient) of the thank you note for each situation and determine if the language should be formal or informal.

**Practice the lesson:**

Divide the class into groups. Assign a situation requiring a written thank you note to each group. Each group will write a thank you note to address the situation they are given.

**Assess the lesson:**

The groups will exchange notes and edit another group's note. Groups revise their notes as necessary based on the peer feedback. Revised notes are shared with the class. Students should type their final drafts on a computer, if available.

**Apply the lesson to the real world:**

This lesson can be applied in real world situations such as writing thank you notes for baby shower gifts.

**Submitted by:** Debbie Janysek