

Thank You Letter

TREND TASK

Approach: Independent

Focus: Writing a formal 'thank you' letter.

Resources: Letter in envelope.

Level: Year 4 and year 8

Questions/instructions:

Give one envelope and answer sheet per student.

This activity is called "Thank You Letter".

Read the letter in the envelope. Imagine that your class received this letter with the cheque. Write a letter to the Playground Trust, thanking them for the donation.

	% responses	
	2002 ('98) year 4	2002 ('98) year 8
Return address: at top of letter	3 (3)	12 (20)
Date: full, in correct place	5 (2)	22 (21)
partial or in incorrect place	2 (5)	8 (10)
Address of Trust:		
full, in correct place	0 (0)	4 (2)
partial or in incorrect place	1 (0)	2 (2)
Opening salutation:		
Dear Mr Fit/Dear Sir	21 (13)	46 (33)
Dear Secretary/Playground Trust	30 (29)	39 (45)
Form and language:		
highly appropriate	4 (3)	37 (29)
moderately appropriate	50 (49)	53 (65)
final salutation	31 (37)	78 (75)
name or signature of sender	50 (51)	68 (62)
on behalf of	4 (4)	23 (24)
Content of letter:		
clear 'thank you'	95 (88)	97 (97)
money will be spent on playground	55 (56)	77 (75)
children will be involved in the planning	5 (2)	19 (16)
some ideas for playground	17 (13)	31 (21)
expressing excitement about new playground	36 (37)	53 (48)

	% responses		
	2002 ('98) year 4	2002 ('98) year 8	
Total score:	10-17	2 (2)	26 (25)
	7-9	17 (15)	44 (33)
	4-6	42 (41)	23 (34)
	0-3	39 (42)	7 (8)

Commentary:

Perhaps because thank you letters from year 4 students would often be collected and sent with a covering letter by the teacher, year 4 students followed business letter conventions much less fully than did year 8 students. Only about 25 percent of year 8 students included a good proportion of desirable elements.

YEAR 4 – HIGH RANGE:

[First name - Surname] given
[Street address] given

Wanganui

Dear Mr B. Fit,

Thank you for the \$5,000. Our school is still trying to think of what to buy. We decided that since the children are going to play on it, the children will choose what they want to play on. We've had a few good ideas. We will use the money well.

Yours faithfully,

[Title - Initials - Surname] given

[School name], Auckland

Secretary: [First name - Surname] given

Dear Mr B. Fit

thank you so much for the \$5,000, we hope we will use it well and make a great fun playground. We really needed a new playground and the \$5,000 will make it a really good one so thank you!

yours sincerely

[First name - Surname] given

and every one at
[School name] given

[School name] given

[Street address] given

Dunedin

15 October

Dear Mr B. Fit

Thank you for this \$5,000.00 c. cheque all we want is a nice playground for the children. Thank you very much

your in sincerely

[Signature] given

YEAR 4 – MID RANGE:

Dear Mr B. Fit

Thank you for your trust for our playground. We really respected our playground. I hope you believe as we play on it everyday I wish you can come to our school so we can show how we respected it. We really really super like it I wish you know how happy we are to have this playground. We thank you for sending us the cheque.

To Playground trust

We are very thankful for this money since all the junior children keep on saying that that the playground isn't safe. So thank u.

From Kristen

Dear playground trust I thank you very much for giving us 5,000 for our playground. I hope they make it fun and I hope you we can pay you back. Thank you very much all the students

Thank You Letter: continued

YEAR 8 – HIGH RANGE:

Dear Playground Trust
25 Main Road
Wellington

Dear Playground Trust,

On behalf of my school we would like to thank-you with most appreciation for this generous donation. We are proud to have been chosen for this and hope we can spend it on a safe playground that the children will cherish for a long time. Once again we thank-you for this kind donation and we will put our minds to good use.

Yours sincerely,

[First name - Surname, School name, Suburb] given
Christchurch.

[Street address] given

[Name of town] given

11th September, 2002

Dear Playground Trust,

Thankyou very much for the generous donation. I am sure that everyone will appreciate the new playground, especially the younger students, who will find it a new, safe place to ~~play~~ play. I know for certain, that with the money you sent, we can build a safe, happy environment for all the children to enjoy, including older and younger ones. I am sure that this will not be the only letter you get, as all of our school is very excited.

Thankyou once again.

Yours Sincerely,

[First name - Surname] given

Year 8 class

[School name] given

[Street address] given

[Suburb] given

Auckland

10th September 2002

Mr B. Fit
Secretary of Playground Trust
25 Main Road

Wellington

Dear Mr B. Fit,

I am writing this letter to thank you for your generous donation to our school playground

The children have decided to use this money for improving our fitness trail equipment, which a much needed renovation. The staff and Board of Trustees at our school agree that this is a good idea.

Once again, we wish to thank you for your donation. It is much appreciated.

Yours sincerely

[First name - Surname] given

YEAR 8 – MID RANGE:

Dear Playground Trust

Thank you very much for your donation of \$5000. We really appreciate it because this was a dull school and thanks to your kindness the children will have heaps more fun. The kids have chosen what they want and are so excited. Once again thank you ever so much for the kind donation

Yours sincerely,

[Signature] given

[First name - Surname] given

Dear mr b.fit

we are writing to thank you on your kind donation to our school. we have decided to upgrade our school playground.

With this \$5000 we will be able to do this.

thankyou again

Yours sincerely

our school

To Mr B. Fit

Thank you for your donation. I'm shore this will help us have fun in the playground. We're lucky to be chosen. US children think that the money should be used for monkey bars and a slide. Thanks again.

Yours Sincerely

[Signature] given

[First name - Surname] given

Student.