

LVCC Learner News

Giving Thanks

Saying thank you is important in American culture. People say thank you all the time. They also write thank you notes when they want to formally thank a person for something **out of the ordinary**. List some situations when you might write a thank you note: _____

When writing a thank you note, be sure to:

- Write it as soon as possible after the situation
- Make it short, direct and personal
- Write to only one person
- Skip a line between paragraphs
- Check your spelling and grammar

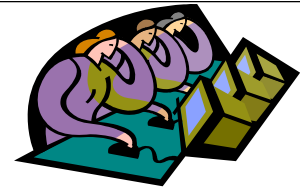
Some ways to say thank you:

- *Thank you*
- *Thanks*
- *Thanks a lot*
- *Thank you very much*
- Other ways: _____

Some ways to respond to a thank you:

- *You're welcome*
- *My pleasure*
- *I was happy to*
- Other ways: _____

There will be new spring classes in computers, pronunciation and citizenship. Classes will be in English. Call 556-0313 for information.



You are invited to two workshops that will help you help your children in school. Please call 556-0313 if you can come.

1. *Your Child's First and Most Important Teacher-You!* Tips on how to help your children learn. Thursday, March 13 at 6 pm at the office.
2. *10 Tips for Reading to Your Children.* How to read to your children. Free children's books included. Thursday, April 17 at 6 pm at the office.

Thank You Sample

Dear [Name of person],
Dear Mary,

Thank you for the [description of gift] [name of gift].
Thank you for the beautiful brown scarf!

Write a sentence about the item—something you did with it, why you like it, when you will use it. Tell how much you appreciate it.

It matches many of my clothes and I know I'll use it on my trip to Norway. It was so thoughtful of you to think of me on my birthday.

Mention something about the giver, such as family members or something happening in their lives.

Best wishes to Tom and the kids! I hope to see you all soon.

Sign off. "Love" is fine for family members and close friends. For others, use "Yours Truly", "Regards" or "Sincerely."

Yours Truly,

Sign your name.
Lucy

1. Read and say the following jazz chant. Then write your own thank you chant. Add a title.

Thank You Very Much by Carolyn Graham _____

Thank you very much.
 You're welcome.
Thank you very much.
I appreciate it.
Thank you very much.
 You're welcome.
Thank you very much.
I appreciate it.

2. Write a thank you note for one of the following situations or another situation you are in: *Someone at work gave you a birthday gift. A neighbor cared for your children. You stayed at a friend's house for the holidays.*

See more thank you notes at <http://www.thank-you-note-samples.com/>