

# ALPINE ELEMENTARY SCHOOL OLYMPIC WRITING



## EVENT I. Go the Distance: Writing Thank You Notes

"Feeling gratitude and not expressing it is like wrapping a present and not giving it."

*William Arthur Ward*

### PURPOSE

Learning to write thank you notes is an important life skill. Writing thank you notes nurtures relationships. Not only do such notes express gratitude for gifts and kindnesses, but they also gratefully acknowledge the people behind them. In our personal lives as well as in professional interactions, thank you notes build trust and respect. Learning a simple framework for writing thank you notes make the process simple and rewarding and helps children understand the idea of structure for their writing.

### CLASS ACTIVITIES

In class, children will practice writing a thank you note to an object like a toothbrush, a blanket, or a piece of furniture. They will learn the structure for a thank you note:

1. A Greeting, "Dear \_\_\_\_\_,"
2. An expression of gratitude: "Thank you for....,"
3. A few details about why the object makes them happy.
4. A thought as to how it might continue to improve their life in the future.
5. Sign off with sincerity: "Sincerely" or "Gratefully," or another warm ending.

### AT-HOME ACTIVITY

Using the framework learned in class, write a thank you note to someone for whom you have not expressed thanks before. You might write to the person who delivers the mail, the crossing guard, the people who drive the snowplows, the principal, or anyone else who makes your life better by doing what they do. Remember to be specific in your praise and thanks. Ask your parents if they will help you find a way to deliver your note to them.

Parents, when your children complete this activity, they can receive a small reward from their teachers. Please sign and return the note below to let your child's teacher know.

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My child, \_\_\_\_\_, has completed the thank you note activity.

Parent signature: \_\_\_\_\_