

Cheryl Carter
Texas

Project:

This is the second lesson in a two-part project consisting of:
(1) Creating a job resource center and (2) Writing a formal thank you letter.

Subjects:

Employability,
General education
development
(GED), Life skills,
Technology, World
Wide Web, Writing
skills

Learner Level:

ABE and Adult
Secondary Level

Time Frame:

1 hour

Learner Grouping:

Individual, Small
group

Setting:

This activity was
presented to a
Family Learning
Center Class,
consisting of
learners ages 18-55.
Most learners in
this class are
Intermediate ABE
or Adult Secondary

Writing a Formal Thank You Letter

Learners research various formats for writing thank you letters in resource books and through a provided Internet site. They use these resources to write a thank you letter to a recent outside speaker who visited their class.

Learning Objective:

Learners will recognize the need for writing a formal thank you letter. Learners will successfully complete a thank you letter. Learners will access the Internet and other resources for information and ideas.

Primary Skill:

Convey ideas in writing

Secondary Skills:

Use information and communications technology; Learn through research.

Learner Needs & Goals:

Learners in this class have a variety of needs and goals. Some learners want to improve basic skills so they can qualify for an entry-level job that does not require a GED, but that requires basic math and literacy skills. Most of the learners are working for GED certification so they can qualify for a job that requires a GED. Others want their GED certification so they can advance in their present job or obtain a better job. This activity will help all learners communicate more effectively in written form, and will provide them with access to information.

Learning Activity Description:

1. Discussion

Facilitator will begin this activity by asking learners when they might need or want to write a formal thank you letter. Suggestions:

1. after a job interview, to the person who conducted the interview, or
2. to a person in a workplace who has assisted you in some way by either on an intention or other commitment or

Thank You Letter Writing Lesson Plans

SJ Ball



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