

## Text type: A thank you letter

**TASK** Write a thank you letter. Follow the steps below.

### I READ THE MODEL TEXT

- 1 Read the Model Text. What presents did Ben get?

Dear Alice,  
How are you? It was great to see you at the weekend.  
Thanks for coming to my party. I had a really good time  
and I hope you did too. I've got some fantastic photos –  
you can see them on my Facebook page.  
Thank you for the presents. I wore the sunglasses to  
school yesterday and everybody wanted to try them.  
How do you always choose exactly the right present?  
The T-shirt is really cool too. I really liked the DVD and  
cap from your brother. Please say thank you to him.  
School's OK at the moment. We've got a new maths  
teacher. She's really good at explaining things. How is  
everything with you? I hope your science trip went OK  
and you had a good time at the cinema on Monday.  
Hope to see you soon.

Ben



- 2 Read the Model Text again. Circle T (true) or F (false).

- |                                          |                                                              |
|------------------------------------------|--------------------------------------------------------------|
| Ben enjoyed his party.                   | <input checked="" type="radio"/> T / <input type="radio"/> F |
| 1 You can see Ben's photos at school.    | T / F                                                        |
| 2 Ben liked his presents.                | T / F                                                        |
| 3 Ben doesn't like school at the moment. | T / F                                                        |
| 4 Alice went on a science trip recently. | T / F                                                        |

- 3 Circle the correct answer.

- |                                                            |                                              |
|------------------------------------------------------------|----------------------------------------------|
| Why did Alice go to Ben's house on Saturday?               | 3 What subject does Ben's new teacher teach? |
| <input checked="" type="radio"/> a) She went to his party. | a) science                                   |
| b) She went to take photos.                                | b) maths                                     |
| 1 Who gave Ben sunglasses?                                 | 4 Where did Alice go on Monday?              |
| a) Alice                                                   | a) to the cinema                             |
| b) Alice's brother                                         | b) to the science museum                     |
| 2 Who gave Ben a DVD?                                      | 5 Ben is hoping ...                          |
| a) Alice                                                   | a) to have more maths lessons.               |
| b) Alice's brother                                         | b) to see Alice soon.                        |

## 2 PLAN YOUR TEXT

Read Roger's notes for a thank you letter.

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1 Why did Grandma give you a present? | 15th birthday                     |
| 2 Where did she give you the present? | at Auntie Ann's house             |
| 3 What did she give you?              | tablet                            |
| 4 What's good about the present?      | exactly what I wanted             |
| 5 Are you using the present already?  | all the time                      |
| 6 Have you got any news?              | won a BMX competition!            |
| 7 What about school?                  | Mum passed her driving test       |
|                                       | new science teacher - really good |
| 8 When are you going to see Grandma?  | next school holiday               |

Decide which paragraph each piece of information goes in. Write 1, 2, 3 or 4 next to the notes.

Now use the information to complete Roger's thank you letter.

Dear Grandma,

- 1 I'm writing to thank you for my <sup>(1)</sup> 15th birthday present. It was lovely to see you <sup>(2)</sup> \_\_\_\_\_. You looked really well.
- 2 I really like my present! How did you know I wanted an <sup>(3)</sup> \_\_\_\_\_? It's <sup>(4)</sup> \_\_\_\_\_. I have it in my rucksack and I use it <sup>(5)</sup> \_\_\_\_\_.
- 3 I hope you're well. Is the new cinema open? I've got some important news - I <sup>(6a)</sup> \_\_\_\_\_. I'm really happy! And Mum <sup>(6b)</sup> \_\_\_\_\_ last week, so we're all very pleased for her. School's OK at the moment. We've got a <sup>(7)</sup> \_\_\_\_\_. She's really good.
- 4 I hope to come and see you soon - perhaps in my next <sup>(8)</sup> \_\_\_\_\_.

Love,

Roger