

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. T / 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?

- a) She went to his party.
 b) She went to take photos.

1 Who gave Ben sunglasses?

- a) Alice
 b) Alice's brother

2 Who gave Ben a DVD?

- a) Alice
 b) Alice's brother

3 What subject does Ben's new teacher teach?

- a) science
 b) maths

4 Where did Alice go on Monday?

- a) to the cinema
 b) to the science museum

5 Ben is hoping ...

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

Love,
Roger