



Correspondence Bites

Practice Time

Can You Spot the Problem?

Read each thank-you note.

Can you explain why it doesn't work?

Thank-You Note 1

Subject: Thank You

Dear Sarah,

Thank you for everything. I really appreciate it. You are the best.

Thanks again!

Best,

Zara

Question

- Why doesn't this note feel very meaningful?

What could the writer add to improve it?

Thank-You Note 2

Subject: Thank You

Dear Professor Brown,

Thank you for writing my recommendation letter.

I've been incredibly busy lately because I'm taking five classes, working two jobs, and preparing for graduate school. I haven't been sleeping much, and I've also been helping my parents move. Things have been very stressful...

Thank you again.

Best,

Zara

Question

- Why is this thank-you note ineffective?



Thank-You Note 3

Subject: Thank You

Dear Emily,

Thank you for inviting me to dinner. I appreciate your invitation.

Thank you again.

Best,

Zara

Question

- Why does this note sound polite but forgettable?
What could make it warmer?

Carefully review all three notes, analyse them based on what we discussed in previous section and answer what is wrong with each one of them and how it can be fixed.

Check answers on the next page.



Answer Note 1

Too Vague

What's missing?

- The writer never explains **what** they are thankful for.
- The note is so general that it could be sent to anyone.
- There is no personal touch.

How to improve it:

Mention the specific gift, favor, or act of kindness and add one personal sentence.

Answer Note 2

Too Much About Yourself

What's the problem?

The note quickly becomes about **the writer**, not about the person being thanked. A thank-you note should focus on appreciation, not your own problems.

How to improve it:

Spend more time acknowledging the professor's time and effort instead of describing your own situation.

Answer Note 3

Missing the Personal Touch

What's missing?

The note expresses appreciation but doesn't include anything personal. The host doesn't know what the guest enjoyed or remembered.

How to improve it:

Mention something specific.

For example:

- the delicious meal
- an interesting conversation
- spending time with family
- a funny moment from the evening

A personal detail makes your gratitude feel sincere.



To Sum-up

What Makes a Great Thank-You Note?

A great thank-you note is:

- ✓ Specific
- ✓ Sincere
- ✓ Personal
- ✓ Positive

It doesn't need to be long.

It just needs to let the other person know that their kindness was noticed and appreciated.

