

The Thank-You Note

The impact of a handwritten thank-you note is often overlooked in today's fastpaced "why-write-something-when-I-can-email-it" world. A note written promptly and sincerely is an important ritual of etiquette that is much more effective and appreciated than a phone call or electronic message. Yes, we have a lot of technology at our fingertips, but just because we can do it that way doesn't mean we should. Again, an email is **not** a thank-you note!

Most of our mail each day is filled with advertisements and bills. Handwritten notes and letters are a rarity, which makes them that much more meaningful to the recipient. When you write a note by hand, it shows the other person that you cared enough to pull out the stationery box and choose your words without the conveniences of the grammar tool and spellchecker! Written notes are also permanent, which means they can be saved by the recipient and passed around to share with others.

Thank you notes should be written to thank someone for a gift, a meal or for a favor done. Your appreciation should be acknowledged within 72 hours; thank yous seem much more sincere when they are expressed promptly.

Jill Bremer

Important Point:

It is a thank-you note, but when you write the words in a note they are “thank you” (no hyphen!)

Here is a sample format for a thank-you note for a gift:

Start by expressing appreciation — “The picture frame that we received from you was greatly appreciated.” (try to avoid saying “thank you” in the first sentence)

Mention the gift's usefulness — “It is the perfect size for our large anniversary picture. The fact that our names and anniversary date are engraved on the frame makes it so special. It looks perfect on the hall table. In fact, it's the first thing you see when you open our front door.”

Express the hope for a future meeting or make a personal comment to end the card well — “I hope you and Don can visit us soon to see how we are enjoying your thoughtful gift.”

There is really no excuse for not writing a thank-you note. Purchase the proper tools and make it a habit to write a note as soon as possible after the event or receiving the gift.

Thank-You Note Grading Rubric

1) Starts with a sincere expression of appreciation.

“Thank you for the *The War of the Worlds* and *Kira-Kira*. These books will be a welcomed and treasured addition to my student bookshelf.”

- 4 The writer did this with perfect clarity, specificity, and sincerity.
- 3 The writer was clear, but I could have been a little more specific.
- 2 The writer was not clear. I was not specific or clear about what I was thanking the person for.
- 1 Incomplete. I did not thank the person for anything that was specific.

2) Mentions the gift's or actions usefulness or value to you.

“My students are often looking for good books to read and the two that you gave me will be read by students in my Homeroom Class. As a huge fan of War of the Worlds, I will be able to promote book well to the class. I will definitely be reading it myself during AR time.”

- 4 The writer did this with perfect clarity, specificity, elaboration, and sincerity.
- 3 The writer was clear, but it could have been a little more specific about how it will be used or appreciated.
- 2 It was not clear. The writer was not specific or clear about how this will be used or appreciated.
- 1 Incomplete. Nothing was done in this area.

3) Expresses hope for a future meeting or makes a personal comment to end the card well.

“The book fair was an excellent idea, and you are incredibly thoughtful for thinking of the teachers here. Thanks again for all your help.”

- 4 The writer did this thoughtfully and skillfully. The card ended with a genuine and polite closing thought.
- 3 The writer did this fairly thoughtfully and skillfully. The card ended with a complete and polite closing thought.
- 2 The card ended abruptly with no strong closing thought.
- 1 Incomplete. Nothing was done in this area.

Formatting Check:

- | | | |
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| Yes | No | Did you put a date at the top right hand corner of the page? |
| Yes | No | Is the date's month spelled out completely? |
| Yes | No | Does the letter have a salutation? |
| Yes | No | Did you have more than one paragraph? |
| Yes | No | Did you indent your' paragraphs? |
| Yes | No | Did you write in pen? |
| Yes | No | Did you indent your closing? |
| Yes | No | Did you sign your name? |
| Yes | No | Are all words spelled correctly? |
| Yes | No | Did you use white out to correct mistakes? |

Total Score /20

Comments: