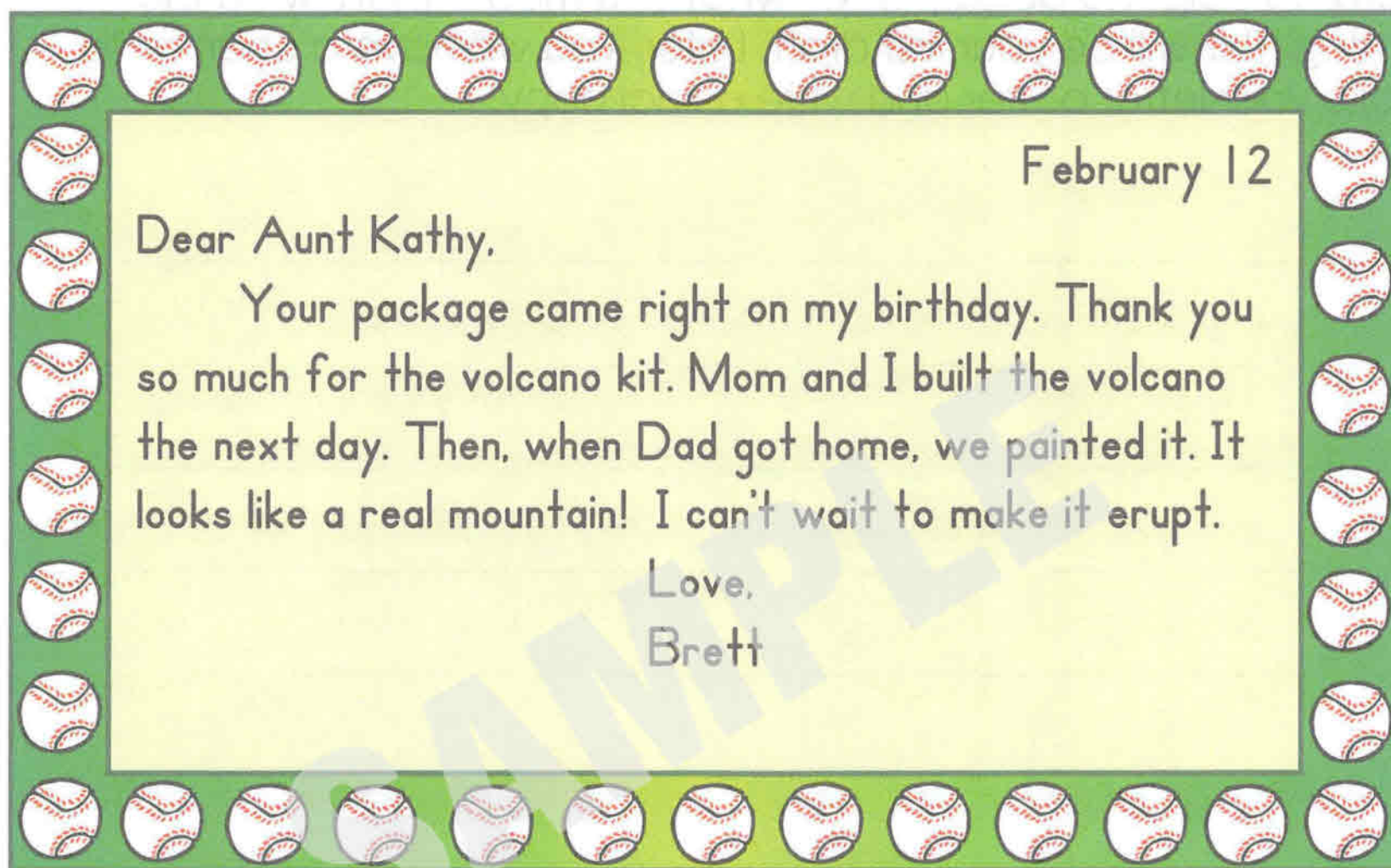


## Lesson 7 The Writing Process: Thank-You Note

People write friendly letters for many reasons. One reason might be to thank someone for a gift. Here is a thank-you note that Brett wrote to his aunt.



Brett thanked his aunt nicely. He used the four parts of a friendly letter: date, greeting, body, and closing. He also told his aunt how he used her gift. Then, Brett wrote something special about the gift. He helped her “see” the gift by saying that “it looks like a real mountain!”

Think of some gifts you have received, or would like to receive. List them here.

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**Lesson 7** The Writing Process: Thank-You Note

Now, write a thank-you note for one of the gifts you listed on page 61. Start with the date and the greeting. Then, write the body. Remember to thank the person and to say something special about the gift. Use words to help the person “see” what you mean. Then, write the closing. This will be your first draft. Later, you will have a chance to make your letter better and write a final copy.

Handwriting practice area with blue horizontal lines and a large diagonal watermark reading "SAMPLE".

**Questions to Ask About a Thank-You Note**

**Is there a date?**

**Does the greeting begin with Dear?**

**Is there a comma after the person’s name in the greeting?**

**Do you thank the person and name the gift?**

**Is there a comma after the closing?**

**Did you sign your name?**



**Lesson 7** The Writing Process: Thank-You Note

Now, look back at the draft of your thank-you note. Ask yourself the questions at the bottom of page 62. How can you make the note better? Could you add words that tell how something feels or looks?

Write your thank-you note again. Make it even better. Write your note in the space below or on a card. Send it in the mail to say "Thank you" to someone special.



A vertical strip of ten colorful balloons (yellow, red, purple, green, orange, blue, purple, orange, blue, yellow, red, green) is positioned on the left side of a large writing area. The writing area contains a large, faint 'SAMPLE' watermark.