

CSP Thank You Note Activity

Objectives

In this activity students will learn the importance of the thank you note in both personal and professional cases.

Standards

IT-IDT-1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Project Time

This project will take about 1 hour to complete.

Ethics Statement

Students will model work readiness traits required for success in the workplace including teamwork, multitasking, integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Project Details

Students will review the Proper Etiquette: How to Write Thank You Notes.

Students will write three thank you notes for three different occasions.

Occasions may be real or imaginary.

RUBRIC

50 points – Three notes written.

50 points – Notes are polite, include greeting and closing, and are grammatically correct without spelling errors.

Josh W.

Well done. Please consider my comments below.

Thank you notes

Dear Mr. Thompson,

I was excited that you gave me a 95 on my project. Thank you for giving me a good grade.

I look forward to the opportunity to do another project.

Sincerely,

Josh W.

Dear Mom,

I was happy that you made me a special dinner at dinner time. Thank you for making a good dinner.

I look forward to the next special dinner.

Sincerely,

Josh W. Don't need last name if it is a personal relationship

Dear Mr. Joseph,

When I got my paycheck I was very happy to see a raise. Thank you for giving me a raise for all my hard work. I will spend it on important things.

Sincerely,

Josh W.