

Unit 1 1 Thank-you Letter

Part 1 In-depth Reading



Suggested reading time: 10 mins

Chloe is writing a thank-you letter to her teacher.

Dear Miss Shum,

Thank you for your guidance and support throughout the year. You **have always been caring** to me and my classmates.

I enjoyed having your Maths lessons. I **have always been weak** in calculations. It takes me a long time to solve some of the questions, but you don't mind explaining them to me slowly. My calculations and problem-solving skills have improved a lot because of you!

I **am sorry for talking** in class sometimes. I feel really ashamed of what I have done. You **have always been nice** to me even when I misbehaved! Instead of scolding me, you reminded me kindly to concentrate on my work. **Thank you for teaching** me to tell right from wrong.

Soon, I will be a secondary school student. There may be many challenges ahead of me but I will not give up. I am grateful to you for all you did. I promise I will work harder in secondary school. I will behave well and get good results. I will also come back and visit you! I hope to see you again soon!

Salutation

Greet the person you write to with 'Dear (Receiver's name),'

Opening paragraph

State why you write this letter

Body

- Tell what you want to thank the person for
- Include what the person has done and how he / she has changed you

Ending

- Show gratitude again
- State your future plan

Closing & signature

- Write an appropriate closing with a comma
- Sign your name

LEARN THIS SKILL

We use *semi-formal closings* in letters to teachers:

Semi-formal closing (to teachers)		Informal closing (to family & friends)	
Best regards,	Best wishes,	Love,	Yours,

Best wishes,

Chloe

USEFUL TIP

We can use '**have / has always been**' and an **adjective** to talk about a personality that somebody has always had.

e.g. You **have always been patient** with me.

ABC Choose the Best Answers

- Why does Chloe write this thank-you letter? **Opening paragraph**
 - A. To thank her Maths teacher
 - B. To say sorry to her Maths teacher
 - C. To say goodbye to her Maths teacher
 - D. To tell Miss Shum that she will come back to visit her
- Which of the following has Miss Shum done to Chloe? **Body**
 - A. She has scolded Chloe for talking in class.
 - B. She has taught Chloe in a secondary school.
 - C. She has listened to Chloe patiently since last year.
 - D. She has taught Chloe how to solve some Maths questions.

? Fill in the Blanks

- What has Chloe learnt from Miss Shum? **Body**

Chloe _____
from Miss Shum. She has also learnt to tell right from wrong.

- Which year is Chloe studying in now? **Ending paragraph**

Chloe _____ now.

- The verb ' _____ ' in the thank-you letter means 'did bad things'.

Word choice

🔍 Know More about the Structure

Which of the following may we find in a thank-you letter? Tick (☑) the correct circles.

6. 'I will never forget your kindness.'

7. 'I am looking forward to your reply.'

8. 'Thank you for sharing your snacks with me during recess.'

9. 'How's life in the UK? Tell me more about it.'

Part 2 Fun Text Grammar



Suggested finishing time: 5 mins

Practical Sentence Patterns

a We can use 'Thank you for + **'-ing'**' or 'Thank you for your + **noun**' to express thankfulness to somebody.

e.g. Thank you for **helping** me with my homework. // Thank you for your **help**.

Ex. Chloe and Mimi want to thank each other. Complete what they say with the correct form of the words given.



1. Thank you for _____ (lend me a pencil).

Thank you for your _____ (help).

2. Thank you for _____ (invite me to your party). Thank you for _____ (invite).



b We use 'I am sorry for + **'-ing'**' to apologise to somebody.

e.g. I am sorry for **breaking** the vase.

Ex. Eddie was misbehaving at school. Complete what he says to his teacher.



(play tricks on my classmates)

1. I am sorry for _____



(fall asleep in class)

2. _____



(draw on the desk)

3. _____



Brain Boost

Chloe wants to write a thank-you letter to her parents. Read the table.

He / She is...	patient (Mum)	supportive (Dad)
What does he / she do?	<ul style="list-style-type: none"> • help me with my schoolwork • listen to my problems • cheer me up when I feel upset 	<ul style="list-style-type: none"> • praise me often • encourage me to join the drawing competition
How have I changed?	→ feel happier	→ be more confident
	→ have become tougher and stronger	

Let's Practise

Help Chloe complete the thank-you letter with the help of the table.

1 _____

You always take good care of me and Eddie. 2 _____

_____ to us. We love you so much!

I often feel stressed about my schoolwork. Mum, thank you for

3 _____ with it and 4 _____

problems. You 5 _____ with me.

I am sorry for 6 _____. I feel happier now.

Dad, thank you for 7 _____ often. You

8 _____ to me. You always

tell me that my drawings are good and encourage me to join drawing

competitions. I am more confident in myself now!

I love you both very much. I am grateful to have you as my parents.

With your love and care, I 9 _____ tougher and

stronger! I am 10 _____ sometimes.

I promise I will continue to be a good daughter!

11 _____

12 _____

Change 'patient' and 'supportive' to nouns.

How to talk about the personality her mum has always had? Include 'patient' in your answer.

She makes her mum worry.

What personality has her dad always had? Fill in the blank with four words.

Apologise for her bad behaviours. Write the correct form of 'misbehave'.