

Thank You Note

Students dictate a personal thank-you note while the teacher records their words.

1.12.C "dictate or compose correspondence such as thank you notes or letters."

NAME _____

DATE _____

Teacher: this page is run aloud. The script and answers are on the guide page.

1 NOTE WORDS _____

a	To	For	From
b	To	From	Thanks

2 MY NOTE _____

To	
Note	
From	

HOW TO RUN THIS PAGE

Read Part 1 aloud and have students circle the words that help organize a note. In Part 2, work with each student to scribe the recipient and the student's exact dictated thank-you message, then have the student write a short name or initial as the sender.

Students never read directions on this sheet. Read each part's script aloud, then each prompt, giving think time before students mark.

PART 1 • NOTE WORDS

SAY “Listen to each question and the words in the row. Circle one word for each question.”

ROW	SAY	STUDENTS CIRCLE
a	A note can begin with a person's name. Which word can come before that name?	To
b	A note needs to tell who sent it. Which word tells who sent the note?	From

PART 2 • MY NOTE

SAY “Think of a person you want to thank. Tell me the person's name and tell me what you want to thank that person for, and I will write your words in the To and Note boxes. What short name or first letter can you write in the From box?”

- Box 1 (beside To): **Teacher scribes the name of the person the student chooses.**
- Box 2 (beside Note): **Teacher scribes the student's exact dictated thank-you message.**
- Box 3 (beside From): **Student writes a short name or first initial.**

WHAT TO ACCEPT

Part 1 answers are To, then From. In Part 2, accept any identifiable recipient, a teacher-scribed message that expresses thanks and gives a reason or specific help, and a readable short name or initial from the student.