

A Note With Meaning

Notice the parts that make a thank-you note clear and personal.

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

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Circle the greeting and closing. Underline the words that tell what Maya is thankful for, so you can see how a thank-you note is put together.

Thank You, Mr. Chen

- ① Dear Mr. Chen, Thank you for lending me your bird book for our class project. I wanted to learn about robins, and your book had clear pictures that helped me notice their orange chests.
- ② My favorite page showed a robin building a nest with grass and mud. I used the facts to label my drawing. The book also taught me that robins look for worms on the ground.
- ③ I returned the book to your porch this afternoon. Thank you again for sharing it with me. I hope you enjoy the picture of my robin this week. Your neighbor, Maya

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who wrote this thank-you note, and who will read it?

2 What did Mr. Chen do that made Maya thankful?

3 What words close the note and tell who sent it?

3 YOUR TURN _____ Your own words

Write a thank-you note to someone who helped you. Include a greeting, three sentences that say thank you and explain why, and a closing with your name.

PART 1 • READ AND MARK

Circle the greeting and closing. Underline the words that tell what Maya is thankful for, so you can see how a thank-you note is put together. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who wrote this thank-you note, and who will read it?	Maya wrote the note, and Mr. Chen will read it.
2	What did Mr. Chen do that made Maya thankful?	He lent Maya his bird book for her class project.
3	What words close the note and tell who sent it?	Your neighbor, Maya

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Aunt Rosa, Thank you for helping me plant tomato seeds. You showed me how to place each seed in the soil and water it gently. I liked working beside you, and now I can care for my small garden. Love, Eli

Accept a note with a greeting, a clear thank-you message, a specific helpful action, and a closing signed by the student. The three sentences may use different details than the sample.