

A Thoughtful Note

Study the parts and details of a thank-you note.

3.12.D "compose correspondence such as thank you notes or letters."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the words that tell why Jordan is thankful. Circle the greeting and closing so you can see how this note begins and ends.

Thank You, Ms. Ortiz

- ① Dear Ms. Ortiz, Thank you for visiting our class on Tuesday and showing us how to care for the community garden. I liked learning that worms help make rich soil. Your bright photos helped me see the tiny seedlings that will grow into vegetables. I cannot wait to check our garden beds each week with my classmates.
- ② I also appreciate the packet of basil seeds you gave our class. My family cooks tomato soup, so I hope we can use basil from our garden in a meal. I will follow your advice to water the plants gently and pull weeds before they get big. Thank you for sharing your time and knowledge.
- ③ Sincerely, Jordan Lee P.S. I will bring my sketchbook when our class visits the garden next month. I want to draw the changes I notice in the plants. I hope you can visit again when we taste the vegetables we grow. Your visit made me feel ready to be a careful gardener. Thank you again.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who wrote this note, and who will receive it?

2 What did Ms. Ortiz do that made Jordan write the note?

3 Write two specific details Jordan includes to make the thank-you note personal.

4 What greeting and closing does Jordan use in the note?

3 YOUR TURN _____ Your own words

Write a thank-you note to someone who helped you. Include a greeting, a clear reason for your thanks, two specific details, a closing, and your name.

PART 1 • READ AND MARK

Underline the words that tell why Jordan is thankful. Circle the greeting and closing so you can see how this note begins and ends. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who wrote this note, and who will receive it?	Jordan Lee wrote the note to Ms. Ortiz.
2	What did Ms. Ortiz do that made Jordan write the note?	She visited the class and showed the students how to care for the community garden.
3	Write two specific details Jordan includes to make the thank-you note personal.	Jordan mentions learning that worms make rich soil and receiving a packet of basil seeds.
4	What greeting and closing does Jordan use in the note?	Greeting: "Dear Ms. Ortiz," Closing: "Sincerely, Jordan Lee"

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Mr. Chen, Thank you for helping me learn to ride my bike on Saturday. You held the seat while I pedaled, and you showed me how to use the brakes slowly. I felt proud when I rode to the mailbox by myself. Sincerely, Ava

Accept answers that correctly identify the note's recipient, purpose, personal details, greeting, and closing. For the student note, accept any appropriate correspondence with all requested parts and specific details.