



3055 BA SANGAM COLLEGE

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LESSON NOTES

School: Ba Sangam College

Year/Level: 11

Name: _____

Subject: English

Worksheet 14

Year: _____

Strand	Writing and Shaping
Sub Strand	Letter of Thanks
Content Learning Outcome	<ul style="list-style-type: none">- Identify and organize relevant ideas to suit topic, purpose and audience.- Write text to express ideas and feelings using a wide range of texts.

Formal letter writing: Letter of Thanks

A letter of thanks is a letter that is used when one person/ party wishes to express appreciation to another.

The Block style is to be used when writing a formal letter. In block style:

- All the address, the date, salutation and the complimentary close will be written on the left hand side after the margin.
- A line is to be left after the date, the inside address, the salutation, after each paragraph, as well as before complimentary close.

1. Outside address (Sender's address) –is the address of the person who is writing the letter.
2. Date – in full. Do not leave a line after the sender's address.
3. Inside address – refers to the address of the person or the organisation the letter is being written to (the recipient). The designation or the title of the person should be given in the first line.
4. Salutation or Greeting – this refers to Dear Sir/ Madam
5. Complimentary close – Yours faithfully. Note:
 - Do not put an apostrophe before or after 's'.
 - Do not use capital "f" for writing "faithfully".
 - "faithfully" is one word, do not write "faith" separately and "fully" separately.
6. Signature of the sender is followed by his/ her name in full.

Activity**(15 marks)**

Your name is Archana Ram/ Shanil Ram and you are a student at Nakelo Intermediate School, P.O. Box 89, Nausori. Write a letter to the manager, Creative Electronics, Private Mail Bag, Nadi, thanking him for the donation of 10 tablets.

Re: _____

I would like to thank the management team of Creative Electronics for the kind donation of ten tablet devices. This is a timely gesture for rural _____ in need of technological advancement.

The devices received are important for the students of the school. It will help them to easily engage in research work. Since these devices are portable, it is easier for the children to carry around to areas of network coverage.

Furthermore, the students are able to familiarise themselves with such a technology and know about its uses and functions. Access to technology and internet enable students to enhance their _____ skills apart from the everyday chalk and board routine learning.

Not only does it help to broaden one's educational needs but such new things also engage students' interest in learning and they tend to become motivational learners.

I _____ extend my gratitude to your company for such kind consideration and look forward to similar support in future.

Yours faithfully

