

3. Thank-You Notes and Invitations

VOCABULARY

RSVP: officially, “répondez s’il vous plaît”; asking for a reply
Duration: length of time or interval of the activity
Hospitality: usually refers to the welcome or generosity of someone while you are visiting their home

*Dear Gramma,
Thanks for the cool stuff.
Love, Bill*

*Your invited!
Monday at 5:00 PM
Bring your bathing soot.
Your friend,
Katey*

It is considered polite to provide a written thank-you or note of appreciation for gifts received, even when they are from relatives. In our busy society, we tend to rely on the commercial cards to the point where children may not realize that there are a few basic ideas to include even in brief communications such as these. Similarly, the writing of complete, concise, and correct invitations is an important communication skill that can readily be taught to or reinforced with students of all ages.

Suggested Motivational Set

Share either of the notes at left on the board or overhead, and discuss the obvious problems, which include missing details and incorrect spelling.

Preparing

1. With an authentic activity in mind, perhaps the sharing of some project, story, or activity with another class or with parents, explain that you are going to write invitations, as well as thank-you cards (following attendance at the activity).

Presenting

2. Brainstorm the details that should be included in both invitations and thank-you notes. These include the following:

Invitations

- Names of both the invited and the inviter
- Identification of the activity in a few, clear words
- Location, date, time, duration
- Inclusion of any items that guests might choose to bring
- Direction about whether, how, and when a reply is expected

Thank-You Notes

- Current date, as well as the date of the incident, if the note is about a specific event
- Exact description of what the note is about (e.g., gift, hospitality)
- A few words explaining how or when you will use, or have used or appreciated, whatever the note is about
- Signature with appropriate closing, such as Love, Your friend, Your niece

Practising

3. Have students write an authentic invitation, and send or deliver it.
4. After the activity, have students write authentic thank-you notes.
5. Use the blackline masters for practice, if desired, so that students can see what elements should be included.
6. Have students create attractive invitations and notes with appropriate artwork and all pertinent information.

Invitation and Thank-You Note

An Invitation

You are invited to _____

Location _____

Time: From _____ until _____

Please bring _____

RSVP _____

A Personal Thank-You

Dear _____

Thank you for

From _____