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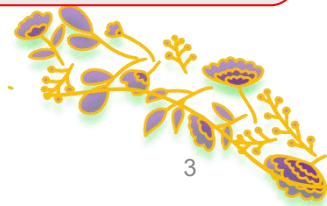
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公众号：溯恩高中英语

高中英语应用文写作
---感谢信(2)
letters of thanks

杭州二中 许丽君

- To know about the format and contents of thank-you letters;
- To write appropriate thank-you letters, especially pay attention to the tone and language.
- To recognize what a good thank-you letter is like.



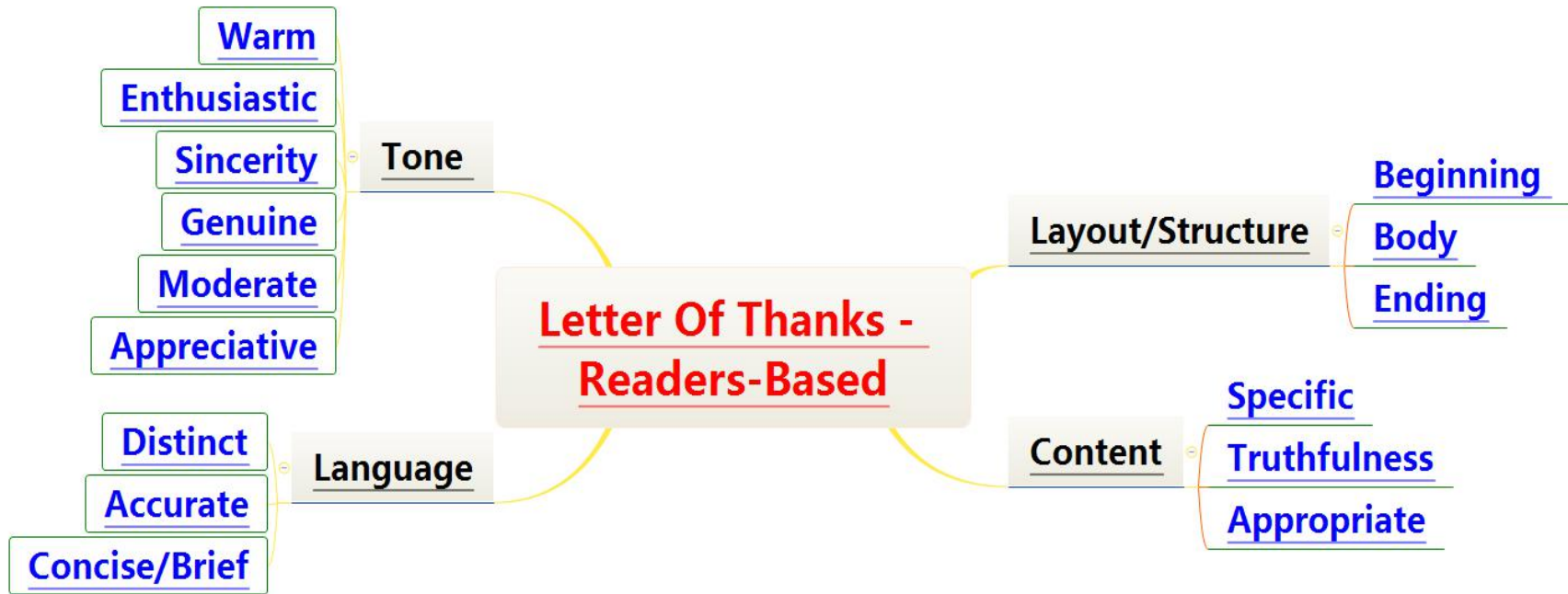


Write Thank-you Letters for

Letters of Thanks

- ◆ appreciation/congratulations/recognition
- ◆ favors/kindness/assistance/special help/advice
- ◆ gifts: business/personal
- ◆ job interviews
- ◆ expressions of sympathy
- ◆ hospitality: business/ personal
- ◆ contributions: memorials/charities





What should be included in a letter of thanks?

Dear Sir,

Beginning ---purpose

Why are you writing the letter?

Body---giving examples of assistance or guidance that you received

--- describing about your personal experiences, your feelings, etc

What do you thank him/her for?

Ending ---About the thankfulness and your wishes to reward

Yours faithfully



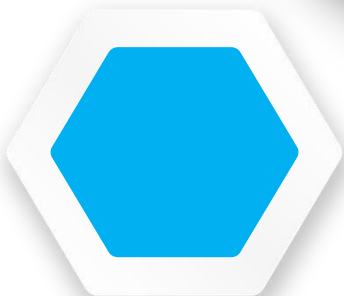
Layout

Letters of thanks

**Readers
-based**

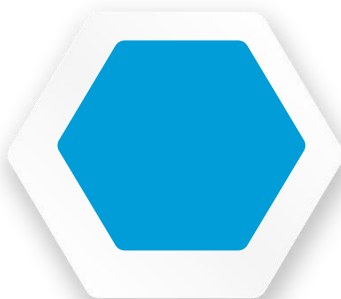
Letters of Thanks

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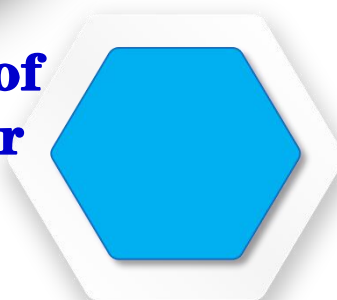


**Part 2: Body
Arrangements**

**Part 1: Purpose of
writing the letter**



Part 3: Ending



Writing preparations

Letters of Thanks

Part 1: Purpose of writing the letter

开头：表示开心，表达问候，对写信提供援助的事件主题进行点题并表达谢意。

1. I'm **extremely grateful/thankful to** you for your unselfish assistance during...
2. I'm writing to **convey/express my gratitude** for your kind/generous help during...
3. I'd like to take this opportunity to **express my great appreciation** for your timely help, **patient guidance and positive support**.



Part 2: Body Arrangements

正文：向对方给予帮助的事件及达到的作用和效果进行有层次的描述和赞扬。

- Your warmth has made our brief stay here pleasant and memorable. (make + sth. +adj. 结构)
- We were deeply impressed by sth. /Sth. impressed us so much. (被动语态和主动语态的简单句)
- What impressed us most was sth. (主语从句)
- What impressed us most was that+句子 (主语从句、表语从句)
- It impressed us that +句子 (主语从句)
- 句子, which impressed us a lot. (非限制性定语从句)

Part 3: Ending

结尾：表明再次的感谢及期待对方回信，并表达祝愿。

1. I will be **more than pleased** if I have the opportunity to **repay your kindness** by...
2. My true gratitude/ appreciation is **beyond any words/** description.
3. Do call on me if I can ever **return the favor**.
4. We appreciate your **taking the time** to write us.

- ◆ appreciate
- ◆ charming
- ◆ cherished
- ◆ classic
- ◆ delighted
- ◆ elegant
- ◆ fascinated
- ◆ favorite
- ◆ flattered
- ◆ grateful
- ◆ generosity




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- ◆ I will never forget
- ◆ meant a great deal to me
- ◆ more than a kind
- ◆ one of the most memorable days of my trip
- ◆ one of your usual inspired ideas
- ◆ Please accept my gratitude/ our sincere appreciation
- ◆ profoundly touched by
- ◆ quite out of the ordinary
- ◆ really appreciate your help
- ◆ thoroughly enjoyed myself
- ◆ we want you to know how much we value
- ◆ What a joy it was to receive



- 
- Thank you for your generous donation to...
 - Thank you so much for agreeing to speak to our study club.
 - I don't know how I would have managed without your help.
 - Your support and patient guidance is greatly appreciated.
 - I sincerely appreciate your time and attention.
 - I'd like to express my appreciation for the knowledgeable and sympathetic care you gave me during my...

Dear _____,

Many thanks for _____. I'm writing to you about my gratitude for _____. (开门见山交代感谢原因)

Without your help, _____ (从反面衬托对方的作用). It's very considerate of you to _____ (从正面说明对方的作用). I expect to have the opportunity to express my gratitude to your kindness and generosity. I feel it greatly honored and pleased if _____ (提出回报对方的方式). Would you please let me know? (希望对方给予回应)

Thank you again for what you have done. (再次表达感谢)

Yours Sincerely / Faithfully / Truly,

Work in groups of four. Each member read the article and others comment on your classmate's work. Then choose the best one out to show in the class. When discussing, you should pay attention to the following hints.

<i>Purpose</i>	<i>Have you made the purpose of writing clear and evident?</i>	
<i>Layout</i>	<i>Does the layout conform to the requirements?</i>	
<i>Language</i>	<i>Are the sentences correct? Have you used the proper punctuation, words, sentence and paragraphs to express yourself?</i>	
<i>Content</i>	<i>Have you included all the points of views? Are the details suitable?</i>	
<i>tone</i>	<i>Have you shown your politeness and sincerity all through the writing?</i>	

Writing 3(美国朋友生日聚会感谢信)

Letters of Thanks



假设你是李华，昨天参加了美国朋友David的生日聚会，请你给他写封信，表示感谢。要点如下：

1. 简述生日聚会的**盛况**，表达对**聚会的喜爱**；
2. 感谢他的**热情款待**；
3. 对David的**祝福**。

注意：

1. 词数80左右；
2. 可以适当增加细节，以使行文连贯。





Dear David,

Para 1: Writing purpose--show your gratitude

Para 2: Body: Detailed reasons and examples of your thanks (personal experiences and feelings about the party...)

Para 3: Ending: Express your appreciation again and show your expectation to reward.

**Yours sincerely,
Li Hua**





Para 1 (美国朋友生日聚会感谢信)

Letters of Thanks

Para 1: Writing purpose--show your gratitude

1. I'd like to **express/extend** my **grateful/heartly/authentic** thanks/feeling to you.
2. Thank you for **inviting me to** your birthday party.



Letters of thanks

**Para 2: Body
Arrangements**

**Part 1: The warmth
and hospitality of the
host**

**Part 2: the feast
and service that
the host provided**

**Part 3: The
impression and
influence of the party**

(美国朋友生日聚会感谢信)

Para 2: Body Arrangements: detailed examples



Part 1: The warmth and hospitality of the host

happy family

wonderful

nice

considerate

reception

warmth

enthusiastic

hospitality

\$ entertaining

\$ treat



Part 2: the feast and service that the host provided

feast/food

British flavor

dessert

snacks

? delicious

? tasty

lighting

atmosphere

music

decoration



Part 3: The impression and influence of the party

friendship

multiculture

? meaningful

? unfogettable

? memorable

? pleasant

? feel at home

Para 2: Body: Detailed reasons and examples of your thanks
(personal experiences and feelings about the party...)


1. Your **warmth and kindness** made my brief stay in your home **pleasant and memorable**.
2. **It was so nice and considerate of you** to have prepared us so many delicious **British flavor**.
3. **What impressed me most** was your parents warmth and hospitality.
4. **Not only did** the party you hosted enhance our friendship **but also bridge us with** multiculture.
5. What a **meaningful and unforgettable feast** I had!





Para 3 (美国朋友生日聚会感谢信)

Para 3: Ending: Express your appreciation again and show your expectation to reward.

1. Thanks again for your dinner and **wish you all the best!**
 2. Please accept my sincere thanks again for... **Wish you a healthy and happy life!**
 3. Your hospitality really means a lot to me. **Good luck and stay well!**
 4. Words fail to express my deepest gratitude .**Best wishes to you!**
- 

(美国朋友生日聚会感谢信) Writing Sample

Writing
purpose--show
your gratitude

Dear David,

I'd like to express my sincere gratitude to you. Thanks for inviting me to your birthday celebration last night, **which brought me quantities of entertainment**.

During the party, **what impressed me most** was your happy family. Both your parents deeply love you and **showed their hospitality** to all of us. I really appreciated it because it made me feel at home. And the dessert and other snacks you offered were tasty. **Additionally**, the light music and candle light created a nice and warm atmosphere **where I was able to open my heart** to you as if you were my like brothers and sisters.

Body: detailed examples of
personal experiences and
feelings about the party

Thanks again for your dinner. **I'm in the expectation of your reward** as I have last night forever. **It was one of the unforgettable experience that I have.**

The ending: about your
gratitude and your
expectation to reward

Yours ever

Homework

Letters of Thanks

1. Write down your improved sentences .
2. Write another thanks letter.

如果你是红星中学高三(1)班学生李华，请根据下列内容在校刊上发表一封感谢信，表达你对因病耽误上学而得到老师和同学们帮助的感谢。

1. 上周你因发烧在家休息三天；
2. 休息时老师、同学打电话、发短信问候你；
3. 回校后同学借笔记给你，老师利用休息时间给你补课；
4. 对老师和同学表示感谢。

I'm **taking this opportunity to express** my sincere thanks to teachers and classmates.

I **had a fever** and had to stay at home for three days last week, **In the meanwhile**, my teachers and classmates phoned or text messages to comfort me. My classmates offered me their notes and my teachers spent their spare time giving me lessons. **With their unreserved help**, I have made up **what I missed out** in class and did quite well in the monthly tests.

I'm so thankful to them for what they have done for me that my appreciation is **far beyond the words I can express.**

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Yours,

Li Hua

THANK YOU

