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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 (1)

• 杭州二中 许丽君





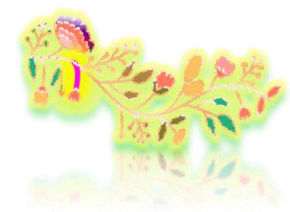
# Objectives



201

- 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.

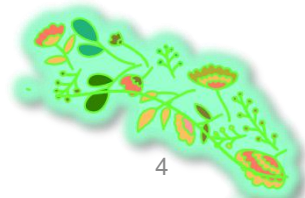




# Lead in

When do you need to write a letter of thanks?

- Receive gifts/awards/honors
- Receive helpful advice/tips
- Receive encouragement/praise
- Receive prompt payments
- Receive financial contributions
- ...





## Write Thank-you Letters for



- ◆ appreciation/congratulations/recognition
- ◆ favors/kindness/assistance/special help/advice
- ◆ gifts: business/personal
- ◆ job interviews





## Write Thank-you Letters for

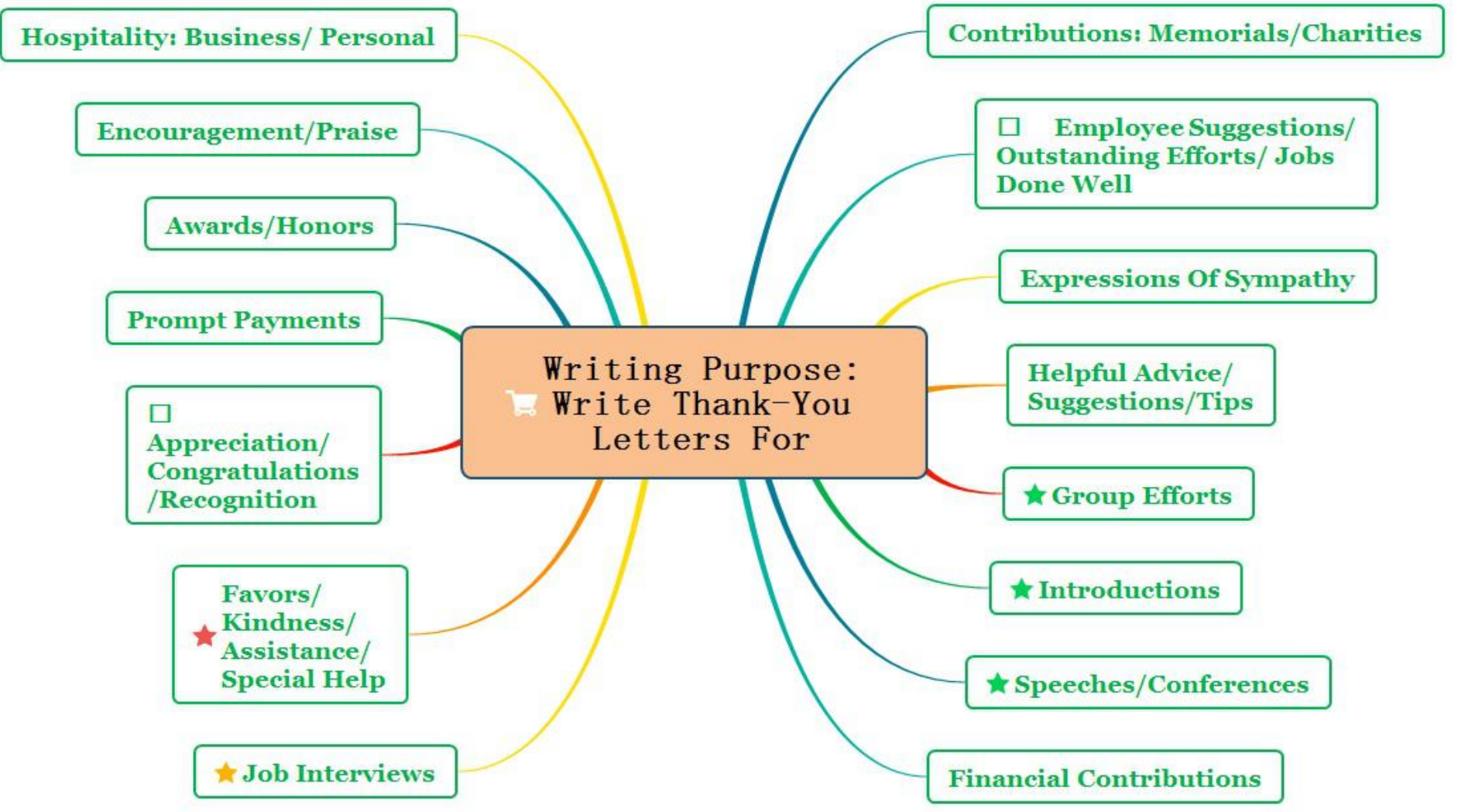


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- ◆ expressions of sympathy
- ◆ hospitality: business/ personal
- ◆ contributions: memorials/charities
- ◆ employee suggestions/outstanding efforts/ jobs done well



**Writing Purpose:  
🛒 Write Thank-You  
Letters For**



**Hospitality: Business/ Personal**

**Contributions: Memorials/Charities**

**Encouragement/Praise**

☐ **Employee Suggestions/  
Outstanding Efforts/ Jobs  
Done Well**

**Awards/Honors**

**Expressions Of Sympathy**

**Prompt Payments**

**Helpful Advice/  
Suggestions/Tips**

☐ **Appreciation/  
Congratulations  
/Recognition**

**★ Group Efforts**

**★ Favors/  
Kindness/  
Assistance/  
Special Help**

**★ Introductions**

**★ Speeches/Conferences**

**★ Job Interviews**

**Financial Contributions**



# Letters of thanks



letters of thanks

• content

要点  
齐全

• layout

条理  
清楚

• tone

交际  
得体

• language

语言  
准确



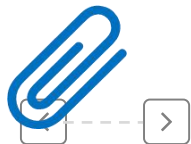
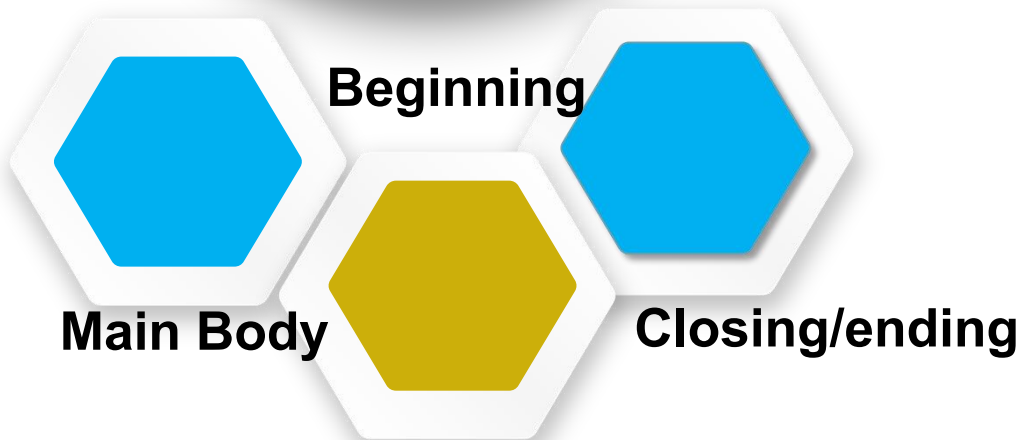


# Layout

**Letters of thanks**

**Readers  
-based**

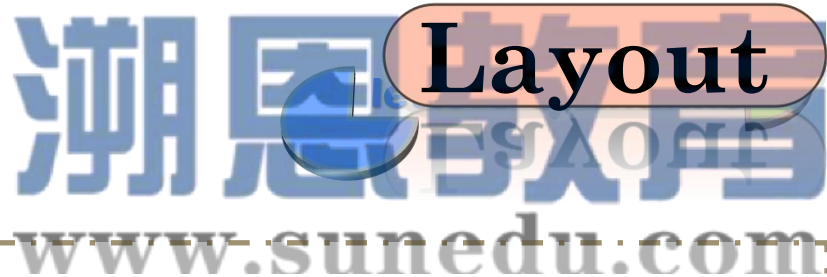
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## 感谢信

Layout



感谢信：感谢他人的款待、帮助、馈赠及对慰问信和祝贺信的回复。信件需写明感谢他人的原因，信件感情要真挚，措辞得体。

### Structure:

第一段：表达感激之情并说明理由；

第二段：详细表述并赞赏对方给予的援助；

第三段：再次阐述谢意并表示回报愿望。





# Writing preparations



## Part 1: Purpose of writing the letter

开头：表示高兴，表达问候，对写信提供帮助的事件主题进行点题并表示谢意。

1. I wish to thank you **from the bottom of** my heart for...
2. I'd like to convey in this letter **my heartfelt thanks** to you for your selfless help.
3. **On behalf of...**, I'd like to **extend my sincere gratitude** for your **tender care and unreserved help.**





# Writing preparations



## 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。

1. You really **added greatly to my convenience** and pleasure of the whole trip.
2. I appreciate it **more than** I can say./ I can never thank you enough.
3. **Many thanks** for all the things you have done in helping us to...
4. **It was so nice/ kind/considerate/ thoughtful of you** to have done sth. (It is + adj. + of sb. + to do sth.结构)
5. **It was** your **unreserved/selfless help** **that** enabled me to do sth. (强调句)



## Part 2: Body Arrangements

In addition , Therefore, In short ,  
once, as well, also, to be honest,  
what' s more, however,  
meanwhile...

Natural  
transitions

The content must be true, the  
appraisal be appropriate, not  
exaggerated, which sources from line.  
(内容真实, 评誉恰当)

Express your  
gratitude in an  
enthusiastic,  
appreciate way

Suitable  
Details?

Speak in moderation,  
and in narrative (用语适  
度, 叙事精炼)





## Writing preparations



### 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. It was **kind and generous of you to** do this for me, and I appreciate it more than I can say.
2. I wish there were **a better word than “thanks”** to express my appreciation for your generous help.
3. Thanks again for your kind help./ Again, I would like to **express our sincere thanks to** you.





## Useful words and expressions

- ◆ priceless
- ◆ remarkable
- ◆ striking
- ◆ satisfying
- ◆ spectacular
- ◆ tremendous
- ◆ incredible
- ◆ thoughtful
- ◆ touched
- ◆ timely
- ◆ thrilled








## Writing help: Useful phrases



letters of thanks

- ◆ a rare treat
  - ◆ absolutely perfect choice for me
  - ◆ appreciate your confidence/interest/kind words
  - ◆ charming of you
  - ◆ cannot tell you how delighted I was
  - ◆ convey my personal thanks to everyone who
  - ◆ derived great pleasure from
  - ◆ heartfelt/hearty thanks
  - ◆ how kind/dear/thoughtful/sweet of you to
  - ◆ how much it meant to us
  - ◆ I am very much obliged to you for
  - ◆ It was a great pleasure
- 



## Writing help: sentences



- All of us were touched by your thoughtfulness.
- How dear of you - we are delighted!
- I appreciate your advice more than I can say.
- I can't remember when I've had a better/more pleasant /relaxing /enjoyable time.
- I'll cherish your gift always.
- Special thanks to the doctors and the nurses at your hospital.
- Thank you for including me in this memorable/special event.



Dear \_\_\_\_\_,

**Purpose:**

① I am writing to extend my sincere gratitude for \_\_\_\_\_ (感谢的原因).

**Body-examples of assistance or help:**

② If it had not been for your assistance in \_\_\_\_\_ (对方给予的具体帮助),  
I fear that I would have been \_\_\_\_\_ (没有对方帮助时的后果). ③ Every one  
agrees that it was you who \_\_\_\_\_ (给出细节).

**Closing-wish for continuous success, some forward-looking remark**

④ Again, I would like to express my warm thanks to you! Please accept  
my gratitude.

*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 1(悉尼大学录取感谢信)

对象: who  
(relationship)

文体: what

### 第一节 应用文写作 (满分15分)

假定你是李华, 外教Mr White去年十月推荐你去悉尼大学深造, 现在你已经被悉尼大学录取。请给他写一封邮件表示感谢, 内容包括:

1. 告知录取消息, 表达感谢;
2. 回顾Mr White对你的帮助;
3. 表达祝愿。

注意:

1. 词数80左右;
2. 可以适当增加细节, 以使行文连贯。

参考词汇: 推荐信 recommendation

悉尼大学 Sydney University

目的:  
Why

达意

涵盖  
要点





## Student version

Student version

## Discovery

Dear Mr White,

I would like to convey in this letter my heartfelt thanks to you for your assistance, without which I couldn't be allowed to study in Sydney University.

verbal  
mistake

It was nice use the wrong phrase your generous guidance so that I can make such a great progress of English learning. What's more, it was your kindness that you wrote a recommendation for me, which enables me to have this opportunity. One thing that I can't forget is that you always help me. I was sad.

wrong  
form of the  
tense

use improper  
sentence pattern

错

优

TA

清空

Word's deion.

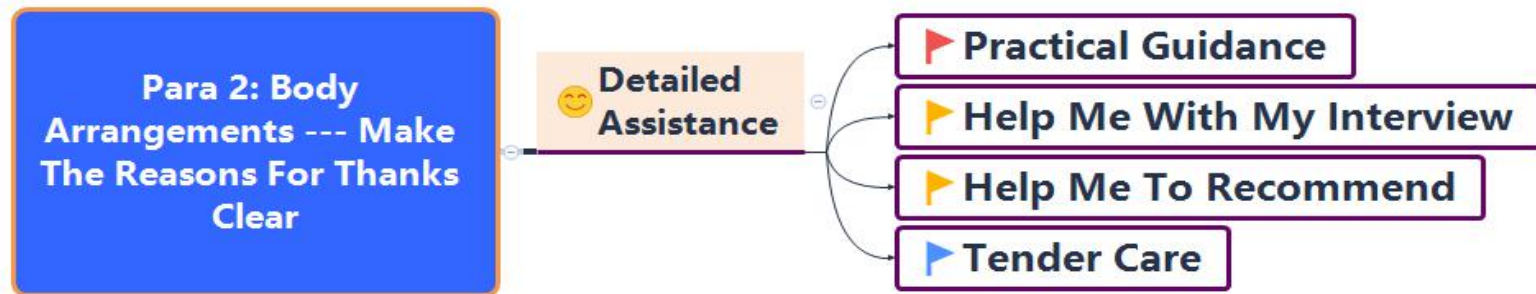
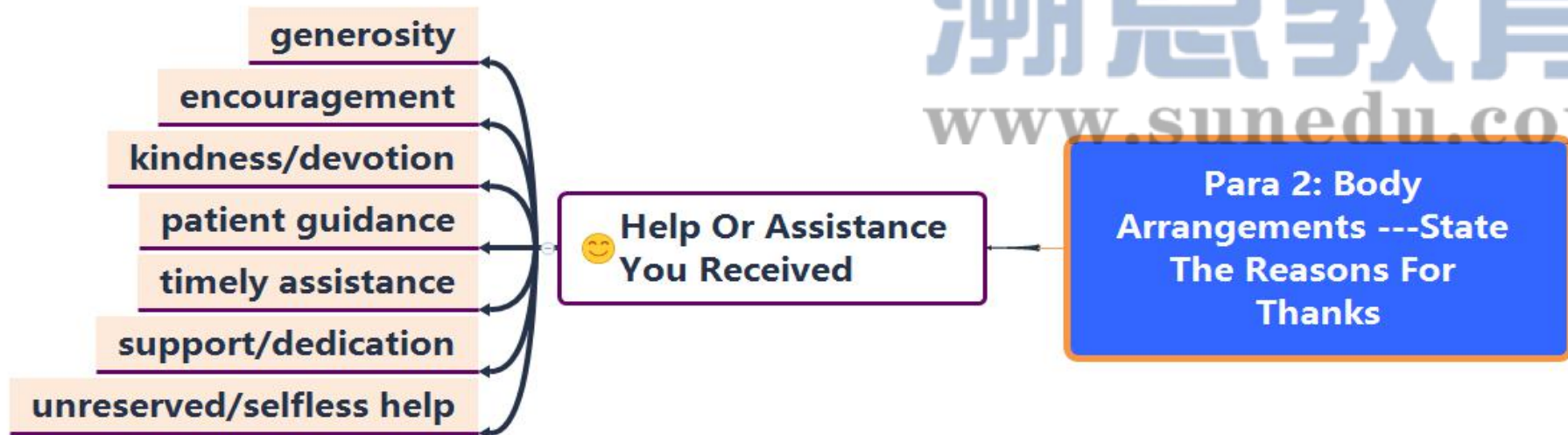
Spelling mistake

Yours,



# Writing 1(悉尼大学录取感谢信)

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## Writing 1(悉尼大学录取感谢信)

Possible version

Letters of thanks

Dear Mr White,

**I am writing to extend my sincere appreciation for** your generous help, **without which I wouldn't have been admitted** to Sydney University.

**It was** your support and encouragement **that** made me overcome the difficulty in my application last October. **Not only did you write** a letter of recommendation for me to Sydney University, **but also** you **gave** me detailed and practical guidance on how to fill the application forms. **What impressed me most is that** you even spent several weekends helping me with my interview,

**My true gratitude is beyond description.** Thanks again and wish you all the best!

Yours sincerely, e-yu.cn

Li Hua

## Writing 2 (伦敦之行招待-感谢信)

letters of thanks

对象: who (relationship)

文体: what

假如你是李华，在伦敦游玩期间你的英国朋友Anne招待了你。请你给她写封信，表示感谢。要点如下：

1. 简述你的伦敦之行

2. 感谢她的招待；

3. 邀请她来北京旅游。

目的:

Why

达意

涵盖  
要点

## Writing 2 (伦敦之行招待-感谢信)

letters of thanks

the comfortable room

delicious food/meals

friendly family members

😊 **Comfortable  
Accodamation  
Offered**

Para 2: Body  
Arrangements ---State  
The Reasons For  
Thanks

Para 2: Body  
Arrangements ---  
Detailed Examples Of  
Help And Guidance  
That You Received

😊 **Generous  
Hospitality**

▶ A Chance To Visit Tourist Attractions

▶ Enjoy Beautiful Scenery

▶ Be Exposed To English Culture

▶ Experience English Customs

## Possible version

## Writing 2 (伦敦之行招待-感谢)

purpose--show  
your gratitude

Dear Anne,

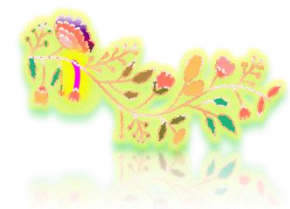
I'd like to **convey/express my sincere appreciation** for your unreserved help and tender care during my stay in London, **without which I wouldn't have enjoyed** my trip.

During the week, the comfortable room, delicious food and the warm welcome from your family members all made me feel at home, **leaving me lasting memories**. **Thanks to your assistance and guidance that you received**, It **was my honor to** get a chance to visit those tourist attractions in London and be exposed to such an amazing culture as well as beautiful scenery. **It was your generous help that enabled me to** have a better understanding of your country and culture.

Thanks again for your kind assistance and I will **be more than happy** to have the opportunity to repay your kindness by **showing you around** Beijing.

The ending

Yours,  
Li Hua



*Thank you  
for your attention!*

