

A Thank you Letter

The last letter will be one to a friend or relative thanking them for a delightful holiday in the country. This will be informal, and for this type of letter you do not of course need to put the friend's address on the letter; though it is always helpful to the post office if you put your own address on the back of the envelope!

Here is an example of the type of letter just mentioned. It is from Claire, a young girl thanking her friend Marie for a lovely holiday in the country:

94, Greenway Crescent
Leohampton
Derbyshire
LE3 4TY

20 August 2003

Dear Marie

Thank you so much for a smashing holiday. I loved your place in the country, and it was great being able to go for walks in the wood with your dog. I live in a small town, but it's not the same as having a cottage with land and your own chickens where you can find delicious eggs every day!

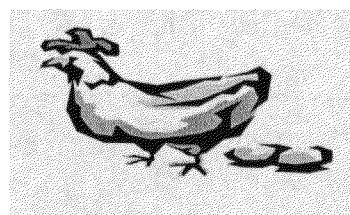
Give my love to your parents, and I am looking forward to your coming here round about next Christmas. We can go to the pantomime, there's a local group that does one every year, and we'll take a trip perhaps to Manchester, there's quite a lot to see in town!

All the best and take care

Love

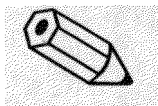
Claire

Delicious eggs every day...



Activity 10

Now it is your turn to write a thank you letter. You have just spent a week with your friend by the seaside, and you are writing to thank him or her.



Say what you enjoyed about your visit, and make a short description of what you did; e.g. swimming, sunbathing, going for an excursion by coach or car.

The Key to follow suggests what you might have done but in the end you have to make your own mind about what is wanted. As suggested, do plenty of preparation beforehand, writing notes, deciding how your letter is to be divided into the three parts, and be clear about what you are going to say before you start.

We have covered as much as possible in the different types of writing you may need in ordinary circumstances. For other types of letters and compositions, you may have to check extra material to find out what is best in your situation.

This type of Course can only be an introduction, and in the end it is up to you to visit your libraries and bookshops to find materials that interest you and are going to help you in your own particular field.

The following Tutor-marked Assignment should not be done until you are quite happy about your approach to writing. It will be based on what you have been practising so far.

Try to do it in one go and state the time taken. The best of luck, I am sure you will do well! You will now be ready to go on to the next Lesson which includes use of your Compact Disk and Listening and Speaking Practice of English.

