



## SkillsUSA Georgia Weekly Chapter Activities

### Week 13

**Lesson Plan:** The Art of a Thank You

**Objective:** During this lesson, students explore the reasons to handwrite a thank you card and when it is appropriate to send a thank you.

**Instructions:**

A handwritten thank you card can be a powerful tool. In a world to texting, tweeting and emailing taking the time to sit down and write a thank you card can benefit you greatly and make an impression on someone. We all know we should send thank you cards after we receive a gift, but what are other times when a thank you is appropriate? For your chapter, a thank you card is a great thing to send to someone who came to speak to your chapter, a business who made a donation, a teacher who helped with an event or a student who came to see what SkillsUSA Georgia is all about. You should also send a thank you card after a job interview or to someone who has helped you in a job search. Let's take a moment to look at a few pointers for a thank you note.

**Act Fast** - Plan to send out your thank you letters as soon as possible (preferably within twenty-four hours).

**Make an Impression** – Make sure your thank you letter shines a good light on you and your chapter. Take your time to make it perfect.

**What You Didn't Say** - If there was something that you wish you had mentioned to the speaker, business owner or during an interview, here's your chance to say it by including it in your thank you letter.

**Short and Simple** - Keep your thank you letters short and simple, but, do specifically name what you are thanking them for, this is not the time for generalities.

**Handwriting** – Write neatly!

**Proof Your Letter** - Spell check and proof your thank you letter. Then ask someone else to proof it for you. That way you will be sure it's perfect.

**The Bottom Line** - It is always appropriate to say thank you! If you are not sure whether you should thank someone, think positively and spend a few minutes saying thank you.

**Action:**

Take the time right now to right a thank you letter. Trade your letter with another student and make comments on how they could improve the letter. Now rewrite the letter and send it!