

## Learning objectives in this lesson

Reading and understanding a letter of thanks to a host after a business trip. Raising awareness of typical language features used in this type of text. By the end of the lesson, students will be able to write a letter of thanks to a host using appropriate language.

- 1 Discuss the questions as a class. Your students might not write letters of thanks and this may be because it is not common practice in their culture. Point out that in certain cultures, letters and emails of thanks are very common (e.g. America, UK), so it might be a good idea for your students to write them if they have contacts in these countries.
- 2 Ask students to read the letter and answer questions 1–5. They can then compare their answers in pairs before feeding back to the rest of the class. Your students might have difficulty understanding the phrase, ... *the time and effort you put into planning the visit* .... Explain that *to put time and effort into (something / doing something)* means that you spend a lot of time and energy on an activity.

### Answers

- 1 She visited a company and its factory in Italy. She also visited the local town and a restaurant afterwards.
- 2 She visited with her 'team'.
- 3 one day
- 4 Ms Romana
- 5 It was very successful. The letter is very positive about everything on the visit.

- 3 Ask students to read the letter again and complete 1–3. If students have completed *Elementary Writing File 5* they will already be very familiar with the language of schedules.

### Answers

- 1 Maxtor Factory
- 2 Tour of town centre.
- 3 Dinner.

- 4 Ask students to match the words to the definitions. They can then compare their answers in pairs before feeding back to the rest of the class.

### Answers

- |               |               |
|---------------|---------------|
| a useful      | d expertise   |
| b informative | e opportunity |
| c grateful    |               |

- 5 Ask students to work in pairs and find the adjectives. During feedback, point out that the adjectives used in the letter are all positive and that use of positive adjectives is generally expected in a letter / email of thanks.

### Answers

perfect, excellent, wonderful, delicious

## Extra activity

Write the words from **4** and **5** on the board and ask students to identify the word stress and word type. Answers are as follows.

*informative (adj), grateful (adj), useful (adj), expertise (noun), opportunity (noun), perfect (adj), excellent (adj), wonderful (adj), delicious (adj)*

- 6 Ask students to read the information.
- 7 Ask students to write the letter of thanks. When they have finished you could ask them to compare their letters with a partner. Make sure you also read all the letters and give feedback.

## Evaluation tips

Evaluate the content and language used in each letter of thanks. Give feedback on the use of positive adjectives.

### Sample answer

Dear Ms Obach

I'm writing to say how useful our visit to your offices was last week. My colleague and I really found the day very informative and it was the perfect opportunity for us to begin our new partnership.

I'd also like to thank you for being an excellent host. I'm really grateful for all the time and effort you put into planning the visit. In particular we really enjoyed the delicious lunch with your Managing Director and the wonderful tour of the city centre in the afternoon, especially the visit to the market.

I look forward to working with you in the future.

My thanks and best wishes.