

# Thank You Note Tips

Writing thank you notes is a good social and communication skill for youth to learn. Whether it is a gift or a thoughtful gesture, there are many instances where a written note of appreciation can acknowledge the generosity and thoughtfulness of the giver. Youth also get to practice their writing and penmanship skills.

Here are some tips to consider when helping youth learn writing thank you notes:

- Be positive when talking about writing thank you notes. Explain to youth that writing thank you notes is a thoughtful way to show appreciation to someone who has been helpful to him or her.
- Be creative and have fun! Provide colorful paper, crayons, pens, pencils and markers. Let youth decorate note cards with stickers, pictures, photographs, glitter, or rubber stamps. Youth can even trim edges with decorative-edged scissors. Consider including a photograph of the youth with the gift.
- Keep instructions short and simple. Younger youth may need more concrete, step-by-step guidance. Help youth clarify what he/she wants to say to the giver by asking the following questions before youth start writing. (Youth may need to start with a practice sheet of paper.)

Who gave a gift or did something nice? \_\_\_\_\_

What was it? \_\_\_\_\_

When, where & why was the gift given? For a special occasion? \_\_\_\_\_

When did someone do something nice? \_\_\_\_\_

What will the youth do with the gift? \_\_\_\_\_

Has anyone made a nice comment about the gift? \_\_\_\_\_

- Help youth understand the idea of thanking others and on the effort they are putting into writing the thank you note.
- Show by example. Youth learn to be courteous and responsible by watching parents and other adults. Be sure to promptly write thank you notes to 4-H'ers and 4-H families when appropriate.

Source: Ohio State University Extension Fact Sheet HYG-5170-96 - *Being Courteous to the Gift Giver*

