

## A thank-you email

Learn how to write a thank-you email.

### Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

### Preparation task

Choose the four things you can say in a thank-you email.

Thanks for everything!

Thank you for a great holiday!

I wasn't happy with the food.

I loved meeting your family.

I would like to complain about the bedroom.

I had a great time.

## A thank-you email

**From:** Pradeep Ranatunga

**To:** Carolina Kemper

**Subject:** Thank you!!

Hi Carolina,

I just wanted to write and say thank you for everything.

You and your family were amazing hosts. I had a great time at your house. Thank you for making me feel at home. I'm sure my English improved a lot because of all your help too! Also, thank you for all the wonderful cooking you did. Now I can tell everyone English food is not as bad as they say 😊!

If you ever come to Sri Lanka, I hope you will stay with me and I can show you my city too.

Keep in touch!

Pradeep

.....

### Tips

1. Start with *Hi* if it is an informal email to someone you know.
2. The email can have three main paragraphs:
  - the reason for writing (= to say thank you)
  - the main point (= more details or examples)
  - a wish or offer for the future.
3. Use emojis (e.g. 😊) or emoticons (e.g. :) ) to show you're joking.

4. You can say *See you soon* / *See you next year* if you hope to meet again.
5. Use a closing phrase like *Keep in touch*, *Write soon*, *Speak soon* or *Take care*.

## Tasks

### Task 1

Are the sentences true or false?

	<b>Answer</b>	
1. Thank-you emails are always informal.	True	False
2. The first line shows what your email is about.	True	False
3. Use <i>Dear</i> (+ <i>name</i> ) if you know the person well.	True	False
4. Give examples of things you want to say thank you for.	True	False
5. Say <i>Keep in touch</i> to mean you want to stay friends.	True	False
6. When you make a joke, use the :( emoticon.	True	False

### Task 2

Put the words and phrases in order to make sentences.

1. wanted    say ...    just    I    to write    and
2. everything.    you    Thank    for
3. a great    I had    your house.    time    at
4. the    you did.    wonderful    for all    cooking    Thank you
5. If you ever    will stay    you    come to Sri Lanka,    I hope    with me.
6. touch!    Keep    in

**Task 3**

Write a number (1–6) to put the parts of the email in the correct order.

..... I had a really good time. Your family were so nice and I know I have improved my English a lot. I felt very at home and I loved visiting the city with you. Thank you for everything!

..... Please stay in touch and you are welcome in Rio de Janeiro any time!

..... I just wanted to say thank you for having me to stay in your beautiful house.

..... Gabriel

..... Speak soon!

..... Hi Mike,

**Discussion**

Would you like to stay with a host family in a new country?

## Answers

### Preparation task

1. Thanks for everything!
2. Thank you for a great holiday!
3. I loved meeting your family.
4. I had a great time.

### Task 1

1. False
2. True
3. False
4. True
5. True
6. False

### Task 2

1. I wanted to write and just say ...
2. Thank you for everything.
3. I had a great time at your house.
4. Thank you for all the wonderful cooking you did.
5. If you ever come to Sri Lanka, I hope you will stay with me.
6. Keep in touch!

### Task 3

3	I had a really good time. Your family were so nice and I know I have improved my English a lot. I felt very at home and I loved visiting the city with you. Thank you for everything!
4	Please stay in touch and you are welcome in Rio de Janeiro any time!
2	I just wanted to say thank you for having me to stay in your beautiful house.
6	Gabriel
5	Speak soon!
1	Hi Mike,