



## FOUNDATION SKILLS

**PATHWAY:** All Pathways  
**COURSE:** All CTAE Courses  
**UNIT 10.7:** Thank You Notes in the Workplace



## INTRODUCTION

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**Annotation:**

In this unit, students will learn how to properly write a thank you note after a job interview. The different types of follow-up methods are introduced and students will practice writing and/or designing thank you notes.

**Grade(s):**

x	9 <sup>th</sup>
x	10 <sup>th</sup>
x	11 <sup>th</sup>
x	12 <sup>th</sup>

**Time:** 1 hour

**Author:** Amanda Stephens and Dr. Frank Flanders

**Additional Author(s):**

**Students with Disabilities:**

For students with disabilities, the instructor should refer to the student's IEP to be sure that the accommodations specified are being provided. Instructors should also familiarize themselves with the provisions of Behavior Intervention Plans that may be part of a student's IEP. Frequent consultation with a student's special education instructor will be beneficial in providing appropriate differentiation.



## FOCUS STANDARDS

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### GPS Focus Standards:

CTAE-FS-10 Career Development: Learners plan and manage academic-career plans and employment relations.

CTAE-FS-3 Communications: Learners use various communication skills in expressing and interpreting information.

### GPS Academic Standards:

PS-CIF-8: Students will demonstrate basic interview techniques.

### National / Local Standards / Industry / ISTE:

ESS09.01.01 Demonstrate self-discipline, self-worth, positive attitude, and integrity in a work situation.

ESS09.01.02 Demonstrate flexibility and willingness to learn new knowledge and skills.

ESS09.01.07 Identify positive work-qualities typically desired in each of the career cluster's pathways.

ESS09.03.07 Employ critical thinking and decision-making skills to exhibit qualifications to a potential employer.

ESS09.06.05 Identify positive work behaviors and personal qualities necessary to retain employment.



## UNDERSTANDINGS & GOALS

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### Enduring Understandings:

- After a job interview, it is important to follow up in some way with the employer or interviewer. Making proper contact after an interview shows the employer your continued interest and appreciation. A handwritten thank you note sent in the mail shows the extra time you took to express your gratitude.

### Essential Questions:

- Why is it important to write thank you notes?
- What would be inappropriate follow up for a job interview?
- Can there be too much follow up after a job interview?

### Knowledge from this Unit:

- Students will be able to identify situations in the work place in which a thank you note is necessary.
- Students will understand the appropriate content for a professional thank you note.

- Students will be able to list several methods to contact a potential employer after an interview to extend thanks.
- Students will identify how to ensure the prompt arrival of a thank you note.

**Skills from this Unit:**

- Students will be able to write professional thank you notes for follow up with an employer after an interview.
- Students will be able to proofread and edit thank you notes for grammar mistakes.



## ASSESSMENT(S)

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**Assessment Method Type:**

- Pre-test
- Objective assessment - multiple-choice, true- false, etc.
  - Quizzes/Tests
  - Unit test
- Group project
- Individual project
- Self-assessment - May include practice quizzes, games, simulations, checklists, etc.
  - Self-check rubrics
  - Self-check during writing/planning process
  - Journal reflections on concepts, personal experiences and impact on one's life
  - Reflect on evaluations of work from teachers, business partners, and competition judges
  - Academic prompts
  - Practice quizzes/tests
- Subjective assessment/Informal observations
  - Essay tests
  - Observe students working with partners
  - Observe students role playing
- Peer-assessment
  - Peer editing & commentary of products/projects/presentations using rubrics
  - Peer editing and/or critiquing
- Dialogue and Discussion
  - Student/teacher conferences
  - Partner and small group discussions
  - Whole group discussions
  - Interaction with/feedback from community members/speakers and business partners
- Constructed Responses
  - Chart good reading/writing/listening/speaking habits
  - Application of skills to real-life situations/scenarios
- Post-test

**Assessment(s) Title:**

- “Evaluating Thank You Notes”
- “Thank You Notes in the Workplace” (PPT)

“Exam: Thank You Notes in the Workplace”

**Assessment(s) Description/Directions:**

Evaluating Thank You Notes: Have the students read over the four thank you notes. The students should rank the thank you notes in order from 1 to 4-- 1 being the best and 4 being the worst.



## LEARNING EXPERIENCES

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**Sequence of Instruction**

1. Identify the Standards. Standards should be posted in the classroom for each lesson.
2. Review Essential Questions.
  - Why is it important to write thank you notes?
  - What would be inappropriate follow up for a job interview?
  - Can there be too much follow up after a job interview?
3. Identify and review the unit vocabulary.
  - salutation
  - etiquette
  - writing tone
  - penmanship
  - stationery
4. Interest Approach:
  - Ask the students if they have ever written a thank you note?
  - What was the occasion?
  - Use these questions to lead into a discussion about when it is necessary to write a thank you note.
  - Explain to students the importance of sending a thank you note after a job interview.
  - Give students the “Evaluating Thank You Notes” activity or complete the activity through the interactive website. Have them rank the four thank you notes on a scale of 1-4. With 1 being the best and 4 being the worst.
5. Present the “Thank You Notes in the Workplace” PowerPoint which explains the importance of thank you notes, as well as instructions about how to write and edit a thank you note.
6. Allow the students to practice writing thank you notes. They may want to design the cover on the computer if there are computers available.

You have just interviewed with Sandra Smith from the business: (teacher should insert a business related to the pathway) \_\_\_\_\_. Write a hypothetical thank you note expressing your appreciation. The note should be 5-6 sentences long.

7. Administer the "Thank You Notes in the Workplace Exam"
8. Ask the students to summarize what they know about thank you notes.

### **Attachments for Learning Experiences:**

- "Evaluating Thank You Notes" (Word Document)
- "Thank you notes in the workplace" (PowerPoint)
- "Exam: Thank you notes in the workplace" (Word Document)

### **Notes & Reflections:**



## **CULMINATING PERFORMANCE TASK**

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### **Culminating Unit Performance Task Title:**

Practice Thank You Notes

### **Culminating Unit Performance Task Description/Directions/Differentiated Instruction:**

Students will write thank you notes in a hypothetical situation to an employer they have recently interviewed with.

### **Attachments for Culminating Performance Task:** Please list.

Refer to Learning Experiences #6.

You have just interviewed with Sandra Smith from the business: (teacher should insert a business related to the pathway) \_\_\_\_\_. Write a hypothetical thank you note expressing your appreciation. The note should be 5-6 sentences long.



## **UNIT RESOURCES**

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### **Web Resources:**

### **Attachment(s):**

- "Evaluating Thank You Notes" (Word Document)
- "Thank you notes in the workplace" (PowerPoint)
- "Exam: Thank you notes in the workplace" (Word Document)

**Materials & Equipment:**

**What 21st Century Technology was used in this unit:**

<input checked="" type="checkbox"/>	Slide Show Software	<input type="checkbox"/>	Graphing Software	<input type="checkbox"/>	Audio File(s)
<input type="checkbox"/>	Interactive Whiteboard	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Graphic Organizer
<input type="checkbox"/>	Student Response System	<input type="checkbox"/>	Desktop Publishing	<input type="checkbox"/>	Image File(s)
<input type="checkbox"/>	Web Design Software	<input type="checkbox"/>	Blog	<input type="checkbox"/>	Video
<input type="checkbox"/>	Animation Software	<input type="checkbox"/>	Wiki	<input type="checkbox"/>	Electronic Game or Puzzle Maker
<input type="checkbox"/>	Email	<input type="checkbox"/>	Website		