

Chapter 19: Engaging and Amplifying Community Voices: An Interview Assignment Sequence

By L. Jill Lamberton, Wabash College, Crawfordsville, Indiana

Thank-you Note Assignment for *Humans of Montgomery County*

Yes, you have to do this even if you already texted your interviewee to thank them.

For times when a person has really done something kind for you, there is still no substitute for a hand-written thank-you note. Occasionally, people hang on to these for many years, or put them up on bulletin boards in their offices. The good news is that these do not have to be long. Three sentences are often enough, but they are best when you've taken the time to write thoughtful, genuine sentences.

Your Assignment

Before class, please draft a 3–4 sentence thank-you note to the person you interviewed for the HOMC project. If you know your interviewee's mailing address, bring that with you to class. If you do not, let me know, and I will help you find it.

1. Your note should begin with a formal opening:
Dear _____,

2. Next, these are ideas for the content of your 3-4 sentences:

Specifically name the thing you are thanking them for.

Why, specifically, do you appreciate it?

Is there one thing you learned from the interviewee? (Try to name it specifically, rather than generally)

OR

Explain one reason you think you will remember the interview.

In thank-you notes, as in almost all other writing, it is better to show instead of tell. Be as specific as you can.

3. Use a formal closing. Some appropriate ones for this type of letter include:

Sincerely,
Cordially,
Best wishes,
Regards,
All the best,

4. Sign your name

Next Steps (in Class)

If you would like, I will read over your draft in class and give you revision feedback, *but you are not required to have me read the note.*

I will provide College notecards for you to write your revised note. Submit your revised note to me in an addressed envelope. The English department will pay for the stamp to mail this card.