

**Guest Speaker
THANK YOU LETTER**

Student's Name _____

Business Guest's Name _____

Title _____

Company/Organization _____

Address _____

Role of Guest in His/Her Company/Industry _____

ASSIGNMENT

Write a letter of positive feedback and reflection on what you learned and how what the guest speaker said can be of use to you. The requirements of the letter are:

- _____ Business letter using student's personal return address or letterhead
- _____ Full title and mailing address of speaker
- _____ Block style; open punctuation format
- _____ First paragraph: What is the purpose for writing the letter? (Include why guest was at school and date of visit to class)
- _____ Second paragraph: At least three main ideas gained from the speaker. Writing about specific information and ways in which the speaker helped you understand his/her job and the business/industry they work in.
- _____ Third paragraph: What else did the speaker cause you to wonder about? What more would you like to know? Are there some additional questions or curiosities or concerns you would like to explore further (with that guest or others) as a result of what the speaker had to say?

NOTE: Please paper clip this sheet to your letter and turn in no later than _____.
All thank you letters will be mailed to the Guest Speaker in one envelope. (Due Date)