Writing: B1

A thank-you message

Learn how to write a thank-you message to a colleague.

Before reading

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

Preparation task

Write the sentences in the correct group.

I'll be in touch again soon.	We couldn't have finished it on time without you.	We hope to work with you again on future projects.
Thank you for your help on the project last month.	I look forward to working with you more closely this year.	You stepped in to support us.

About the past	About the future

Reading text: A thank-you message

From: Paco
To: Maria
Subject: Thanks

Hi Maria,

I hope you're well.

I'm just writing to say thanks for your help on the project last month. We really appreciate you stepping in to support us. I know you had to put in extra hours to catch up on your own work, so thank you very much.

Your expertise was vital for this project and we couldn't have finished it successfully without you. You really helped us and we hope to work with you again on future projects.

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I'll be in touch again soon about possible future collaborations. I look forward to working with you more closely this year.

All the best,

Paco

.....

Tips

1. Start with a friendly comment:
   I hope you're well.
2. It's usually best to use an informal style with colleagues:
   Hi Maria, …
   Thanks for your help.
3. Keep it short.
4. Mention the good work they did and the positive effect of it:
   Your expertise was vital for this project.
   We couldn't have finished it successfully without your help.
5. End with a positive comment about future collaboration:
   I hope to work with you more closely in future.
   I look forward to working with you again.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. Paco and Maria are both working on the same project at the moment.	True	False
2. Paco and Maria usually work on the same team.	True	False
3. Maria helped Paco and his team finish a project on time.	True	False
4. When Maria helped Paco, she also completed her own work very easily.	True	False
5. Maria has specialist knowledge which helped the project.	True	False
6. Paco wants to work with Maria again.	True	False

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Task 2

Complete the sentences with phrases from the box.

work with you	just writing	thanks again
very helpful	forward to hearing	a lot of expertise

1. I'm ..... to say thanks for your help.
2. Your work on this was ..... .
3. I know you had to catch up on your own work, so ..... .
4. You have ..... in this area.
5. I hope to ..... more closely this year.
6. I look ..... your thoughts on the new project.

Task 3

Write one word to fill each gap.

1. I'm just writing ..... say thanks ..... your help with the presentation last week.
2. Thank you so much for stepping ..... to help.
3. I know you had to put ..... extra hours to catch ..... on your own work.
4. We hope to work ..... you again ..... future projects.
5. I'll be ..... touch again soon.
6. I look forward ..... working with you more closely.

Discussion

When was the last time you thanked a colleague for something?

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Answers

Preparation task

About the past	About the future
We couldn't have finished it on time without you. Thank you for your help on the project last month. You stepped in to support us.	I'll be in touch again soon. We hope to work with you again on future projects. I look forward to working with you more closely this year.

Task 1

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

Task 2

1. just writing
2. very helpful
3. thanks again
4. a lot of expertise
5. work with you
6. forward to hearing

Task 3

1. to | for
2. in
3. in | up
4. with | on/for/during
5. in
6. to

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