**True or False?**

**DIRECTIONS:** Answer the questions below to test your understanding of what a thank you note is, and how to write one. Circle the correct answer.

1. True or False: A thank you note should have the date you are writing in the top left-hand corner.

2. True or False: A thank you note should specifically mention what you are thanking the person for.

3. True or False: You can only write thank you notes for gifts.

4. True or False: The greeting on a thank you note should start with “Dear.”

5. True or False: You should sign your name on the right-hand side of the page, following the body of the letter.

6. True or False: A thank you note is a long letter that goes on at length about something someone has done.

7. True or False: The following would be an appropriate situation to write a thank you note: Your friend’s family takes you with them on vacation for a week.

8. True or False: The following would be an appropriate situation to write a thank you note: Your aunt sends you a check for your birthday.

9. The following would be an appropriate situation to write a thank you note: Your veterinarian gives your dog his annual exam.