

## GOSSIP AT THE OFFICE.- Session 3.- Just a little thank you note!

### Situation

Read the text and listen to the situation.



It's June 1<sup>st</sup> and the girls' experience in London is almost over. In these nine months they have proved to be **courageous**, patient and hard-working. They came to the UK with a suitcase full of dreams and anxieties and they are about to leave, turned into very different people. In these few months, they have not only improved their English, but also, they have broadened their minds, and the **Lourdes** and **Susana** that are going back home, are far from those nervous girls who came to British Corporation that September morning, since now, they are adults!

**Susana:** Ufff... our last week here...

**Lourdes:** I know! But we have to get over it! There is no coming back... I think we should start thinking about the things we need to do.

**Susana:** Yeah, we need to clean our bedrooms, pay the rent, **pack** our suitcases... by the way, I think we should buy some kind of little gift for the colleagues at the office, don't you think?

**Lourdes:** Oh, yes! You're right! The colleagues! But what could we get?

**Susana:** Ummm...I don't know... what about a bottle of Spanish wine?"

**Lourdes:** Ummm... I don't think so, **Susana**. That would mean getting MANY bottles of wine and that would be really expensive!

**Susana:** Oh yes... you're right. You know what? Why don't we ask **Kate**? She's the native speaker after all!

**Lourdes:** Oh yes! Good idea **Susana**, she will help us decide!

**Susana:** OK then! I'm gonna call her. She starts dialling Kate's mobile number.



### Now it's your turn

Give your opinion in the forum.

Buying a small **gift** for your colleagues when you are about to leave a place is a good way of saying thank you. What is the most common gift in Spain? What do people usually do for example when going to live to another city? Enter the forum and share your opinion with your classmates.



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[Aviso Legal](#)

## 1.- What to say.

### Quotation

Kindness is the language which the **deaf** can hear and the blind can see.

*Mark Twain*

### Situation

Read the text and listen to the situation.



A mobile phone ringing...

**Kate:** Hello? **Kate's** speaking.

**Susana:** Hey **Kate**, how are you doing?

**Kate:** Hey! I'm doing fabulous, what about you?

**Susana:** I'm doing great, thank you. Listen, **Lourdes** and I would like to bring something to the office like buy something to say thank you and good bye, but we haven't got a clue! Will you help us?

**Kate:** Sure, girlie! Let me think... ummm... what about...no, no, that would be inappropriate ummmm... I got it! What about bringing some sweets like muffins, carrot cake or something of the kind?

**Susana:** Oh yes, that would be a good idea!

**Kate:** You might accompany it with... mmm.. some orange juice, perhaps? Ooh, you are so sweet girls! To be honest, you don't really need to bring anything, with just a small thank you card would be perfect!

**Susana:** A thank you card?

**Kate:** Yes, this is what most people give here. Muffins disappear, but thank you cards stay on walls forever.

**Susana:** I knew you would find the perfect combination! Thank you very much, **Kate!**

**Kate:** It was my pleasure, **sweetie**. Take care! Bye!

**Susana:** Thank you! You too! Bye!



### Now it's your turn

Write in the forum.

- ✓ Have you ever written a thank you card? When was it? What for?
- ✓ Is it very common for Spanish people to write thank you cards?

Submit

## 1.1.- We need to say thank you.

People always appreciate a thank you especially if it is unexpected. There are lots of different reasons for saying thank you and it's good to show your **appreciation**. Perhaps your neighbour has **fed** your cat or **watered** your garden while you've been away on holiday - a small job but **a big weight off your mind**. Children in the UK usually say thank you to a lovely teacher at the end of the school year, and adults usually say thank you to their friends for a delicious meal or a perfect weekend. But can we do to show that we really appreciate someone's help?



Well you could just send a card and some flowers. Traditional but always effective - a small box of hand-made chocolates full of your friends' favourite sweets. You can fill a small box for about £5 and have fun choosing them from the **cabinet**. Some like nuts, some **truffles** and some soft centres in white, milk or dark chocolate.

Another way of saying thank you is to offer your services. Offer to help **weed** the garden, baby-sit or walk the dog. There are always some jobs that people **struggle to get round to** - that always end up at the bottom of the 'to do' list. Help your friend **de-clutter**, then take her shopping and help her choose some new things to wear.

In addition, in English-speaking countries like the UK or the US, give a food thank you is also quite common: **Bake** a cake. Everyone loves a home-made cake. Why not bake their favourite as a thank you and give it to them in a lovely cake **tin** that they can keep. Or present it on a cake plate or stand that they will treasure.

Cook your friends' favourite dish. Bake a lasagne, shepherds pie or curry. If they don't want to eat it straight away they can put it into the freezer. Think how much they'll appreciate it when they enjoy a labour-free dinner courtesy of you. Present it in a lovely new **baker** and once they've **polished off** the shepherd's pie they will have a permanent **token** of your gratitude.

Finally, another traditionally way of saying thank you for example would be with **blooms**. Plant some spring **bulbs** in your friends' garden - a lovely thank you that will endure and they'll be reminded of you when their garden is full of **daffodils** and tulips. Give your friend a vase or jug decorated with a special thank you message that they can fill with their **home-grown** cut flowers.

As you can see, there are many ways to show your appreciation, so what are you waiting for? I bet there are tons of people around you who deserve a thank you gesture!



### Now it's your turn

Read the text again and answer the questions: According to the text what is the most traditional and effective gift to show your gratitude?

- A card and some flowers.
- A hand-made box.
- Some chocolates arranged in a box.

Another way of showing your appreciation is ...

- to help your friends at work.
- to help your friends with the task they hate doing.
- to help your friends with things they enjoy doing.



### Now it's your turn

Find expressions in the text which mean:

- ✓ To hate doing something.
- ✓ A lot of quantity.
- ✓ Stand the test of time.  /
- ✓ Usual, customary.

Submit

## A step ahead

In American History there is a quite famous celebration, the so-called Thanksgiving Day. Do you know what Americans celebrate on this day? When is it celebrated? Click the link below to read about this interesting information. Enjoy!

[The Thanksgiving Story.](#)

## 1.2.- Ways of saying thank you.

As stated in the previous text, it is quite important to show people that we appreciate what they do or did for us. Here you have some common ways to do so orally.



### Ways of saying thank you

Common phrases	Translation
Thank you so much for all you did for me.	Muchas gracias por todo lo que has hecho por mí.
I really appreciate what you did for me, I'll never forget it.	Aprecio realmente lo que has hecho por mí y nunca lo olvidaré.
Thanks a bunch.	Mil gracias.
Thanks a million.	Un millón de gracias.
What would I have done without you!	¡Qué habría hecho sin ti!
I owe you one.	Te debo una.
I don't know what to say if thank you seems too small.	No me alcanza las palabras para agradecerte...
Thank you is not enough for all you did for me.	Gracias no es suficiente por todo lo que has hecho por mí.
I'll never thank you enough for all your help.	Nunca te lo agradeceré lo suficiente.
You were too kind, thank you very much.	Fuiste muy amable, muchas gracias.
You're the best and I'll never forget you, thank you!	Eres el/la mejor y nunca te olvidaré. ¡Gracias!
You were my saviour, I would have been lost without you.	Fuiste mi salvación, habría estado perdido sin ti.
You were an angel, thank you very much!	Has sido un ángel, muchas gracias.
Formal replies	Respuestas formales
It's my pleasure!	Ha sido un placer.
You're welcome.	De nada.
It was the least I could do.	Era lo menos que podía hacer.
That's really not necessary.	No es necesario, en serio.
You would have done the same!	Tú habrías hecho lo mismo.
Informal replies	Respuestas informales
No problem!	¡Anda, eso no es nada!
No sweat!	No me ha costado nada.
Oh, come on! Don't mention it!	¡Vamos, no tienes ni que mencionarlo!
Forget it!	¡Olvidalo!
Anytime.	Cuando quieras.
It's nothing!	¡No es nada!
You shouldn't have bothered!	No te deberías haber molestado.
No worries!	¡Sin problemas!

## A step ahead

Watch the following video in which Rebecca will show eight polite ways of saying thank you. Have fun!



[Text summary](#)

1.3.- Now you put it into practice (I).



Now it's your turn

Say thank you to the following people by talking directly to them. Be natural and use your own words and the ones in previous section. Add as many information as you want. The following example will help you. Example:

- ✓ *Mary has brought you a souvenir from Egypt.*
- ✓ *Oh Mary, thank you very much for the souvenir, you shouldn't have bothered! I love it!*



1. Peter has given you a lift to the office because your car broke down yesterday.  
\_\_\_\_\_
2. Sally brought you a cup coffee from the canteen. You really need that coffee.  
\_\_\_\_\_
3. Simon helped you a lot with the project you had to hand in yesterday.  
\_\_\_\_\_
4. You were a student-worker at British Corporation and you are coming back to Spain. Your colleagues were really nice to you.  
\_\_\_\_\_

Submit



Now it's your turn

When saying thank you, people usually reply with "it was nothing", "my pleasure etc." Write down your colleagues reply to the thank you sentences above.

1. \_\_\_\_\_ / \_\_\_\_\_ .
2. \_\_\_\_\_ / \_\_\_\_\_ .
3. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ .
4. \_\_\_\_\_ / \_\_\_\_\_ .

Submit



Now it's your turn

Enter the forum and record your voice with the thank you sentences in exercise 3.

Submit

## 2.- How to say it: -ed and -ing adjectives.

### Think about it

Read the following sentences carefully and answer, what happens to the adjectives? Who do they refer to?

- ✓ *The meeting in Singapore was really interesting!*
- ✓ *Mr. Parker was shocked with the news.*



### Translation

[Click here to read the Spanish translation.](#)

- ✓ **We use adjectives ending in "-ing" to describe people or things.**
  - Example: *Mary is watching a very interesting movie or I hate this TV programme, it's really boring.*
- ✓ **We use adjectives ending in "-ed" when we want to describe how people feel. Remember that we can only use this kind of adjectives to talk about people or animals since things cannot feel.**
  - Example: *This movie isn't interesting. I am bored.*

### Translation

[Click here to read the Spanish translation.](#)

### A step ahead

Click on the link below to take a closer look at the most common "-ed" and "-ing" adjectives.

[The most common "-ed" and "-ing" adjectives.](#)



## 2.1.- Now you put it into practice (I).



## Now it's your turn

Fill in the gaps with the correct adjective:

1. He's such a monotonous speaker! I was really  in the lecture. (Bored / boring).
2. I had such a  day that I went straight to bed. (Tired / tiring).
3. All my colleagues are  about the news. Bill Gates at the company, Oh my God! (Excited / exciting).
4. The whole city was  with the tragic event. (Shocked / shocking).
5. My boss is a very  person. He only talks about himself! (Annoyed / Annoying).
6. It was a very  conference. I was  ! (Interested / Interesting) ; (Delighted / Delighting).
7. The manager was really  when he found the letter on his desk. (Surprised / Surprising).
8. I couldn't eat a bite. It was absolutely  . (Disgusted / Disgusting).



## Now it's your turn

Read the following sentences and put "R" if they are right or "W" if they are wrong. Remember to correct the wrong ones. Have fun!



1. We had a really exciting evening at the pub.
2. Our partner in Paris was amazing with the new campaign.
3. Steve is interesting in reading poetry.
4. It's really annoyed when people push you at the canteen.
5. Success at work is a satisfied experience.
6. I feel very frustrated when I can't find the correct English word.
7. She felt really embarrassing. Everyone was laughing and looking at her.
8. The man on the phone sounded really worried.

## 2.1.1.- Now you put it into practice (II).

**Now it's your turn**

Match each sentence with its correct ending. You're doing a great job!

**Matching exercise**

Sentences	Match	Endings
I was looking forward for the business trip...	<input type="checkbox"/>	1. It was the most frightening experience of my life.
I hate the coffee sold at vending machines.	<input type="checkbox"/>	2. He was really embarrassed!
She talked and talked for hours...	<input type="checkbox"/>	3. I was really impressed!
He drove too fast.	<input type="checkbox"/>	4. It's really disgusting!
They had only knew each other for a month when they announced they were getting married.	<input type="checkbox"/>	5. I find them really confusing!
Paul fell off the stairs in the office.	<input type="checkbox"/>	6. She was really excited about her trip!
My colleague won first prize at the Karaoke.	<input type="checkbox"/>	7. But at the end it was really disappointing.
I can't remember numbers very well.	<input type="checkbox"/>	8. We were really shocked!

**A step ahead**

Listen to a BBC radio programme in which they explain the differences between -ed and -ing adjectives. Have fun!

[Listen to a radio programme.](#)

If you have any difficulties understanding, you can download the script by clicking here:

[Script.](#) (0.03 MB)

## 2.2.- Concessive sentences: Although, Though, Even though, In spite of, Despite.

### Think about it

Read the following sentences carefully and answer, what's the main difference between them?

- ✓ *Although he left home very early, he arrived late at the office.*
- ✓ *Though he left home very early, he arrived late at the office.*
- ✓ *Even though he left home very early, he arrived late at the office.*
- ✓ *Despite leaving home very early, he arrived late at the office.*
- ✓ *In spite of leaving home very early, he arrived late at the office.*



### Translation

[Click here to read the Spanish translation.](#)

As we can see in the examples above, "Although" "Though" "Even though", "In spite of" and "despite" serve to record something that is surprising or unexpected. However, there is a difference in usage since "although", "though" and "even though" are all conjunctions, while "in spite of" and "despite" are both prepositions. So usage requires:

- ✓ In spite of + noun.
- ✓ Although + clause.
- ✓ Despite + noun.
- ✓ Though + clause.
- ✓ Even though + clause.

**Let's take a closer look at all of them:**

- ✓ "Although" and "though" can be used in the exact same way, however, "Though" is perhaps more informal.
  - Examples: *Our neighbours are quite nice, though they are a bit stubborn. Although she managed to complete the project within the budget, management felt it was time for a new person to take over.*
- ✓ When we want to give some kind of emphasis we usually use "**even though**".
  - Example: *I managed to finish the project, even though my computer crashed the week before.*
- ✓ "**Despite**" and "**In spite of**" are synonyms. "Despite" might be a tiny bit more formal, but the two terms are interchangeable. Just be careful not to say something like "despite of" or "in despite" - it's always either the three words "in spite of", or just the single word "despite".

So, to summarise:

"**Despite**" and "**although**": similar meanings, but different syntax required. Compare:

- ✓ *Although it was raining heavily, we finished the match.*
- ✓ *We finished the match **in spite of** the heavy rain.*
- ✓ *Despite his strong Welsh accent, we understood most of what he was saying.*
- ✓ *Even though he had a strong Welsh accent, we understood most of what he was saying.*

To finish, "**Although**", "**despite**" and "**in spite of**" are normally used as prepositions, they can also be used in adverbial constructions with **-ing**, thus:

- ✓ *I managed to pass my exams, despite going out four times a week during the revision period.*
- ✓ *In spite of feeling terribly sick, I went to work every day that week.*
- ✓ *Despite being severely handicapped, he managed to complete the race.*

### Translation

[Click here to read the Spanish translation.](#)

## Think about it

The following sentences contain one mistake each. Review the theory above and correct them. You' re almost done with the unit, keep going!

- ✔ Despite of being tired, he went out with his colleagues.
- ✔ In despite of his lack of experience, he get the job.



## 2.3.- Now you put it into practice (III).



## Now it's your turn

Read the following sentences and choose the correct answer.

1.  the weather was bad, we enjoyed the game.  
(Although / In spite of).
2. The children slept deeply  the noise. (Even though / In spite of).
3.  earning a low salary, Sara helped her parents. (In spite of / Although).
4. Jane rarely sees Alan  they are neighbours.  
(Although / In spite of).
5. Kate did not do well in the exam  working very hard. (Although / In spite of).
6.  I was very hungry, I couldn't eat. (Although / Despite).
7.  the difficulty, they managed to solve the Maths problem. (In spite of / Although).
8. Liza never talked to him  she loved him. (Although / In spite of).
9.  it was cold, Marie didn't put on her coat. (Although / In spite of).
10. Clare did the work  being ill. (Although / In spite of).





## Now it's your turn

Fill in the gaps using "although", "in spite of" and "despite".

1.  my warnings, he went to Camden Town.
2.  he didn't like Chinese food, he finally enjoyed it very much.
3.  being very bad at computer games, he won twice!
4. They visited many places,  they didn't have enough time to go to the British Museum.
5.  it was raining heavily, we finally went out.
6. She decided to go abroad for a year,  loving her boyfriend very much.
7. He went on holidays to New York,  the expensive airfare.
8.  they had never seen each other before, they became really good friends.



## Now it's your turn

Make up some sentences of your own using the theory on this section. Make them true for you.  
When you are done, send them to your tutor.

### 3.- Words you need: How to write a Thank you note.

Thank you! These are welcome words to all of us. A thank you communicates that we are valued and appreciated. Not receiving a thank you suggests that we are **taken for granted**. That is why an expression of thanks can make all the difference in a business relationship. Luckily, thank you notes are among the easiest messages to write, especially when you follow these tips and suggestions:



1. Do not **procrastinate**. Send your thank you note as soon as possible. The longer you wait, the less likely you are to do it and the more likely someone somewhere is feeling unappreciated.
2. Send it the old-fashioned way--in the mail. Some say it is okay to send it via E-mail. It is true that something is better than nothing, but receiving a card in the mail is far more exciting.
3. Hand-write your note. When learning how to write thank you a thank you note, many reach for their laptop. That is fine, but try something different. Connect with your heart and **pick up** your pen even for business notes. Typing is faster, but a neatly written note has the personal human touch of appreciation that every person is longing for.
4. Be specific, positive and honest. Mention exactly what you are thanking them for and why you appreciate it. This is not the time to critique the gift, it is the time to be appreciative.
5. Be brief and to the point. Use the word "You" more than the word "I."

**Here are the basic parts to every thank you note:**

- ✔ Salutation. For example: Dear \_\_\_\_\_
- ✔ Thank you for the \_\_\_\_\_
- ✔ A sentence complimenting the other person or when you receive a gift, a sentence mentioning the gift's usage.
- ✔ Thanks again.
- ✔ Sincerely, your name.

### 3.1.- Now you put it into practice (IV).

#### Think about it

Here you have two examples of thank you notes. Read them carefully and answer: What is the most appropriate one? Why?

- A. Dear Elizabeth,  
I just love the **cuddly blanket** you gave me at my **baby shower**. You have a gift for finding the most adorable things. I can't wait to bundle my little girl in the blanket. I just know she will love it. Thanks for making my baby shower such a special day.
- Love,  
Anne.
- B. Dear Elizabeth,  
Thank you for the cuddly blanket. You have a gift for finding the most adorable things. When my baby girl is wrapped in the warmth of your thoughtful present, I will think be sure to think of you and all of your well wishes for my growing family. Your presence at the shower made the day that much more special. Thanks again.
- Love,  
Anne.



#### Now it's your turn

##### Make it real!

It is time for you to say thank you. Though we said before that it is better to send thank you cards in the regular mail, since our course is online, we are going to take advantage of the Internet access to thank you your tutor for being there for you throughout the year. Click on any of the links below and enter an e-card website. Customize your card and send it to your tutor. If you feel like, you can also send a card to any of your classmates.

[Send your own thank you card.](#)

[Create your own thank you card.](#)



Submit

### 3.2.- Business Idioms.

## Think about it

Read the idioms below, do you know the meaning of the any of them?

- ✓ To be a big cheese.
- ✓ To deliver the goods.
- ✓ To write off.
- ✓ Break even.
- ✓ To be saddled with debts.
- ✓ To double-check.



## Now it's your turn

Match the following idioms with their meaning.

### Matching exercise

Idioms	Match	Meaning
To be a big cheese.	<input type="checkbox"/>	1. Succeed in doing well what is expected.
Break even.	<input type="checkbox"/>	2. To be a very important and influential person.
To deliver the goods.	<input type="checkbox"/>	3. To remove from a business record, cancel a debt.
To be saddled with debts.	<input type="checkbox"/>	4. To have expenses equal to profits.
To write off.	<input type="checkbox"/>	5. To check something again to confirm.
To double-check.	<input type="checkbox"/>	6. To be burdened with debts.

Submit



## Now it's your turn

Do you know their equivalent into Spanish? Surf the net and look for their translation into Spanish. Then, try to learn them by heart! Good luck!












1. To be a big cheese:
2. Break even:
3. To be saddled with debts:
4. Off the record:
5. To write off:
6. To double-check:



Submit

## Appendix.- Licenses of resources.

### Licenses of resources used in session 3.- "Just a little thank you n

Resource (1)	Resource information (1)	Resource (2)	
	By: Ed Yourdon. License: CC by-sa 2.0. From: <a href="http://www.flickr.com/photos/yourdon/3567904905">http://www.flickr.com/photos/yourdon/3567904905</a>		By: J.Star. License: C1 From: <a href="http://www.flickr.com/photos/jstar/3567904905">http://www.flickr.com/photos/jstar/3567904905</a>
	By: Vistamommy. License: CC by 2.0. From: <a href="http://www.flickr.com/photos/27282406@N03/4134661728">http://www.flickr.com/photos/27282406@N03/4134661728</a>		By: Evelyn License: C1 From: <a href="http://www.flickr.com/photos/evelyn/4134661728">http://www.flickr.com/photos/evelyn/4134661728</a>
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