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| **Artifact Name** | Thank You Letter |
| **Course Subject** | Communications  |
| **Last Update** | October 8th, 2009 |
| **Rationale** | I’m including this piece because it shows that I can effectively use English and language arts to communicate with other people. |
| **Knowledge** | I learned that a thank you letter is a very effective method of communication. It’s a layout of your appreciation and it’s on paper so anytime they want to they can look at it. |
| **Skills** | The skills that I used while doing this project were writing skills. In order to thank them properly in a letter format, you must have the skills to do a proper letter, as well as communicate effectively.  |
| **Growth and Improvement Statement** | I learned that you don’t need to write a big, elaborate letter. Just a little token of you appreciation will more than satisfy the receiver of your letter.  |