

Read and discuss vocabulary 13-24 on page 134.

1. Describe the difference between a letter and an envelope.
2. Describe the difference between a letter and a post card.
3. Describe the difference between a post card and a greeting card.
4. What is the purpose of a postmark?

Read and discuss "Sending a Card" on page 135.

Address an envelope to a friend or relative.

Label the parts of the addressed envelope.

1. How often do you write letters?
2. Do you buy greeting cards for birthdays and special occasions?
3. Do you send post cards when you travel?
4. Do you like to receive letters in the mail?
5. Do you write back promptly?
6. Do you prefer to receive a letter or an email?
7. "Dr." is the abbreviation for "Drive" in an address. Do you live on a Drive, Street, Circle, or Boulevard? What are the abbreviations for these words?

Read and discuss vocabulary 7-12 on page 135.

Describe what each person is doing in the picture across the top of pages 134-135.

Use complete sentences.

You can buy stamps in a sheet, a book, or a roll. A roll has the most stamps. The price of the First Class stamp increases every few years. Now you can buy **forever stamps**. If the price of the First Class stamp increases, you can mail a letter with a forever stamp without adding more stamps. It is good forever.

Read and discuss vocabulary 1-6 on page 134.

Read the conversation below:

Postal Clerk: **Can I help you?**

Customer: Yes. **I'd like to send this package** to Toronto, Canada.

Postal Clerk: **How would you like to send it?**

Customer: **How much will it be by airmail?**

Postal Clerk: **Let me weigh it and check.**

(a minute later) **It'll be \$18.50.**

Customer: How long will it take to get there?

Postal Clerk: It **should take** about four or five business days.

Customer: Okay, I'll send it by airmail.

Work with a partner. Read the conversation again, substituting the different expressions below. Then reverse roles.

Postal Clerk:
Can I help you?
May I help you?
How can I help you?

Customer:
I'd like to send this package
I'd like to mail this letter
I want to mail this package

How would you like to send it?
How do you want to mail it?

How much will it be by airmail?
by Express Mail?
by Priority Mail?
by overnight delivery?

Let me weigh it and check.
Let me see.
Let's see.
I'll check.

It'll be \$18.50.
That will be \$18.50.
That comes to \$18.50

It **should take** about four or five days.
It will probably take four or five days.
It will be delivered in about four or five days.

Read the rest of the conversation:

Postal Clerk: **Is there anything else you'd like?**
Customer: Yes. **I'd like to buy a sheet of 25 stamps.**
Postal Clerk: Okay. **Here you are.** The total bill for the package and the stamps is \$28.50.
Customer: Okay. Here you go.
Postal Clerk: Thank you. Here's your receipt.
Customer: Thanks.
Postal Clerk: Have a nice day.

Work with a partner. Read the conversation again, substituting the different expressions below. Then reverse roles.

Postal Clerk:
Is there anything else you'd like?
Would you like anything else?
Can I get you anything else?
Is there anything else I can do for you?

Customer:
Yes, I'd like to buy a book of stamps.
I'd like to purchase a money order.
I need a change of address form.
I'd like to have my mail held for two weeks.

Postal Clerk:
Here you are.
Here it is.
Here you go.