



Section 1b: Vocabulary

These are all common words for mailing or shipping things. Match the words to their definitions.

- | | |
|------------------------|--|
| 1. ___ bill | A. a card on which a message may be sent by mail without an envelope and that often has a picture on one side |
| 2. ___ letter | B. a small structure that provides information and services on a computer screen |
| 3. ___ return address | C. a person who works in the post office |
| 4. ___ mailing address | D. a written or printed message to someone |
| 5. ___ envelope | E. an address on an envelope or package that shows where the envelope or package should be returned to if it cannot be delivered |
| 6. ___ zip code | F. a group of numbers that is used in the U.S. as part of an address to identify a mail delivery area (such as a town or a part of a city) |
| 7. ___ greeting card | G. delivered faster than usual |
| 8. ___ mailbox | H. to send (something, such as a letter or package) by mail |
| 9. ___ mail truck | I. a device that is used for weighing people or things |
| 10. ___ postcard | J. to separate and put (people or things) in a particular order |
| 11. ___ scale | K. to attach a postage stamp to (something) |
| 12. ___ mail carrier | L. to find how heavy (someone or something) is: to measure the weight of (someone or something) |
| 13. ___ kiosk | M. to write on an envelope, package, letter, etc., the name and address of the person or business it is being sent to |
| 14. ___ package | N. an address to which mail can be sent |
| 15. ___ stamp(N) | O. an enclosing cover for a letter, card, etc. |
| 16. ___ stamp(V) | P. a person who delivers mail |
| 17. ___ express mail | Q. a public box in which letters and packages are placed to be collected and sent out |
| 18. ___ P.O. box | R. a small piece of paper that you buy and then stick to an envelope or package to pay the cost of mailing it |
| 19. ___ postal worker | S. a document that says how much money you owe for something you have bought or used |
| 20. ___ address(V) | T. a box or large envelope that is sent or delivered usually through the mail or by another delivery service |
| 21. ___ weigh | U. a decorated card with a message of good wishes that is sent or given to someone on a special occasion |
| 22. ___ mail(V) | V. a mail van or mail vehicle is a delivery vehicle that is used to distribute mail. |
| 23. ___ sort | W. a box at a post office where you can have mail delivered — used in mailing addresses |





Section 2a: Listening

[Listen to an example conversation.](#) It is about mailing letters or shipping packages. Pay attention. You will hear many of the vocabulary words from Section 1.

[Listen again to the conversation.](#) Answer the following questions.

1. What does Carol need to do?
2. Where does the package need to go?
3. How much does it weigh?
4. If Carol sends it **express**, when will it arrive?
5. What is Carol's total?



Section 2b: Conversation Practice

Can you complete the missing words? Use the vocabulary words from Section 1. When you meet with the tutor, you will practice this conversation with a tutor.

Postal Worker: Hello, how can I help you?

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

Postal Worker: How would you like to send it? You can send it regular, _____, or overnight.

Customer: How much will it be for express?

Postal Worker: Let me _____ the package on my _____ and see how heavy it is first. It looks like it will be \$18.50.

Customer: How long will it take to get there?

Postal Worker: It will take about four to five business days.

Customer: Ok. I will send it express.

Postal Worker: Great. Please write your _____ here. This is important if there is a problem or it can't be delivered.





Customer: Oh. I forgot that. Thank you!

Postal Worker: Is there anything else I can help you with today?

Customer: No, that's all. Thank you.

Postal Worker: Great. Your total is \$18.50.

Customer: Thank you!

Postal Worker: Have a great day! Next customer.

Customer: Oh! I forgot. I need to buy _____ to mail this phone bill.

Postal Worker: You can purchase those from the _____ by the door. The machine accepts cash and cards.

Customer: Perfect!

Section 3: Sending a Postcard

What is happening in these pictures? **Write a story** about the man sending a postcard. Make at least **6** sentences. Use at least **1** vocabulary word from Section 1 in **each** sentence.



1.



2.



3.



4.



5.



6.





Write your story in this space.

Section 4: What Did I Learn?

Complete this table BEFORE meeting with a tutor.

Communication Skill	I can't do this yet. 	I can do this with help. 	I can do this without help. 	I can teach this to a classmate. 
I can define vocabulary often used in mailing or shipping.				
I can create a conversation about mailing and shipping.				
I can write a story about the process of mailing a postcard.				

Here are some words/phrases I need to practice.

Good job!

Now go to the [LLC Tutoring Website](#) and make an appointment with a tutor.

Visit the [Virtual LLC](#) at the time of your appointment.





Section 5: Practice with a Tutor!

Meet with a tutor. Give this paper to the tutor. The tutor will review your work and talk with you. The tutor will ask you questions.

Grading Rubric

Possible Points	Need Practice  (0-1 Point)	Good Job  (2-3 Points)	Excellent Work  (4-5 Points)
Content	More than 4 errors	3-4 errors	0-2 errors
Skill: Speaking Correctly	More than 4 errors	3-4 errors	0-2 errors
Oral Fluency: Speaking long and smooth	Missing more than 4 words	Misses 1-3 words	0 words missing.

*Students must receive at least 10 points to move on

Possible Points: _____ / 15

Tutor Comments:

Congratulations! Keep going.
You are successful! Choose another SDLA.

Work on this more.
Not finished or needs more practice. Try this again.

Tutor Signature: _____

Date: _____

