LLSL17. Mailing Letters and Packages

Student Name: _____ Student ID Number: _____

Instructor: _____ Level: _____ Date: _____

For media links in this activity, visit the LLC ESL Tutoring website for Low Level SDLAs. Find your SDLA number to see all the resources to finish your SDLA.

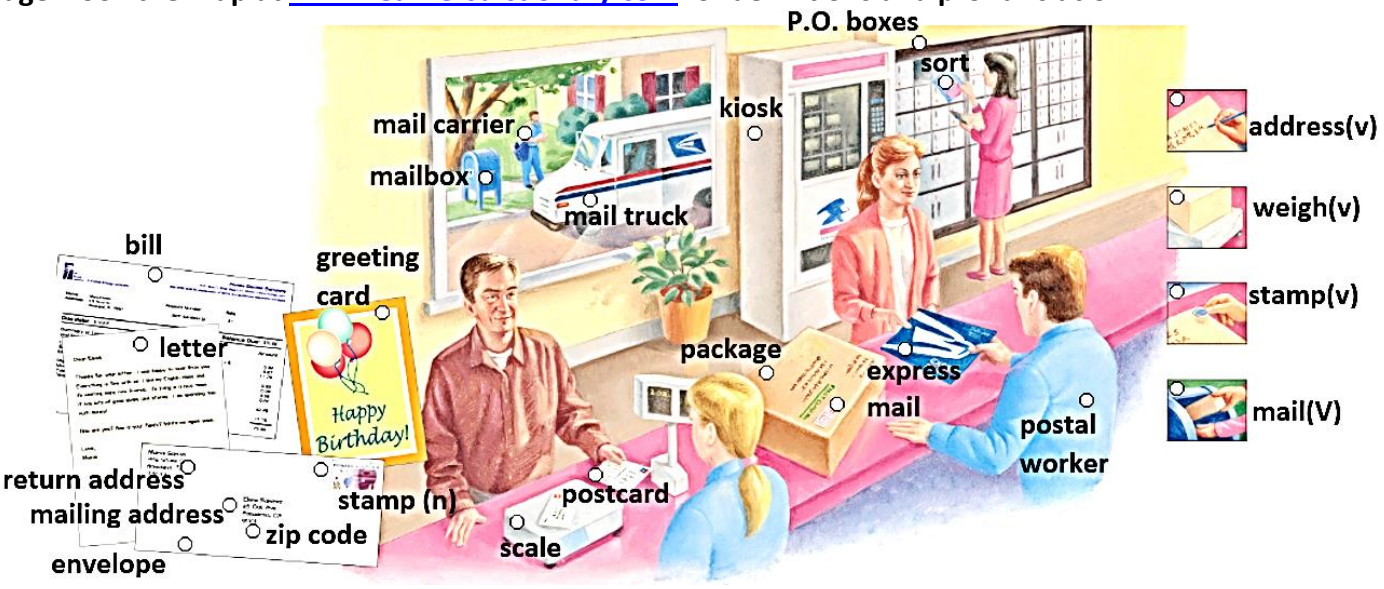
Section 1a: Study Vocabulary by Yourself

Many people need to mail cards, letters, bills, and packages. They can use the post office or other couriers like UPS (United Parcel Service), FedEx (Federal Express), or DHL. ***Have you seen their delivery trucks in your neighborhood?***

These couriers offer many other services, too. You can buy stamps, shipping materials, and money orders. You can even send money to other countries or apply for a passport.

Sometimes people prefer to receive their mail at the post office or at the office of a courier. They do this by renting a Post Office Box (P.O. Box). The post office and other courier offices are very important places in the community.

In the picture there are some common words people use when mailing and shipping. **Study the words in the image. Look them up at www.learnersdictionary.com for definitions and pronunciation.**



Section 1b: Vocabulary

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

1. ____ bill
2. ____ letter
3. ____ return address
4. ____ mailing address
5. ____ envelope
6. ____ zip code
7. ____ greeting card
8. ____ mailbox
9. ____ mail truck
10. ____ postcard
11. ____ scale
12. ____ mail carrier
13. ____ kiosk
14. ____ package
15. ____ stamp(N)
16. ____ stamp(V)
17. ____ express mail
18. ____ P.O. box
19. ____ postal worker
20. ____ address(V)
21. ____ weigh
22. ____ mail(V)
23. ____ sort

A. a card on which a message may be sent by mail without an envelope and that often has a picture on one side

B. a small structure that provides information and services on a computer screen

C. a person who works in the post office

D. a written or printed message to someone

E. an address on an envelope or package that shows where the envelope or package should be returned to if it cannot be delivered

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)

G. delivered faster than usual

H. to send (something, such as a letter or package) by mail

I. a device that is used for weighing people or things

J. to separate and put (people or things) in a particular order

K. to attach a postage stamp to (something)

L. to find how heavy (someone or something) is: to measure the weight of (someone or something)

M. to write on an envelope, package, letter, etc., the name and address of the person or business it is being sent to

N. an address to which mail can be sent

O. an enclosing cover for a letter, card, etc.

P. a person who delivers mail

Q. a public box in which letters and packages are placed to be collected and sent out

R. a small piece of paper that you buy and then stick to an envelope or package to pay the cost of mailing it

S. a document that says how much money you owe for something you have bought or used

T. a box or large envelope that is sent or delivered usually through the mail or by another delivery service

U. a decorated card with a message of good wishes that is sent or given to someone on a special occasion

V. a mail van or mail vehicle is a delivery vehicle that is used to distribute mail.

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.

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: ☐