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Hw Assignment #8- Mail a Letter

Step 1- Identify the problem

My family and I live in different countries. From where they are, we need to pay for how long the phone calls we make are. Instead, I would write letters to see how they are doing and mail it out.

Step 2- What do I need to know

- What is the letter about? (it's contents)
- The information of the recipient. (Their address,contact information)
- Where will you mail the letter? (at a post office or mailbox drop perhaps)
- Materials (letter and postage)

Step 3- Data collection

Letter Information- A finalized letter that is neatly written including everything you want to say.

Recipient Information- Name of the recipient, their street address, their city, state, and zip code, or country depending on national or local mailing.

Step 4- Data Organization

Letter Information- Neatly written finalized letter.

Recipient Information- Full name and address of the recipient.

Step 5- Identify the relationship

Cause- I want to send a message through mail to my family.

Effect- They receive the letter and read my message.

Step 6- Find the solution.

To successfully mail a letter-

- Gather the materials of a letter and a postage to write and mail.
- Write the letter content and finalize it.
- Know the recipients Full name and Full address.
- Go to your local post office to mail it.

Step 7- Tell the story

It's been a while since I wrote to my family in China. I'm going to write a letter and mail it to them internationally. I get a letter paper to write and a postage ready to mail. I write down the content I want them to see and finalize everything including their information and address. After finalizing everything, I head to my local post office, pay the fee, and mail it to them.