

Eric Rodriguez

BA Fall 2024

Logic Assignment #8

***“Mail a Letter”***

1. Identify the problem:

I need to mail a letter, but I want it correctly done and mailed timely, so that it reaches the recipient by Friday.

2. What do I need to answer the question?

What: What kind of letter is this, in other words, regular mail or priority? Is there any special service it needs, such as tracking or insurance?

Where: Where is the nearest mailbox or post office? Will I mail at a mailbox, or do I need to go all the way to the post office?

When: What is the date, this letter needs to arrive? What time will I mail it so that it meets that goal?

How: How do I get the letter ready for mailing, addressing and adding postage and sealing it?

3. Identify all the data I need to collect:

Letter Type: This is a regular letter and doesn't require tracking or insurance.

Address information: I have the recipient's address and my return address.

Postage: A standard postage stamp is needed.

Nearest mailing location: Just two blocks away, there is a mailbox, or I will go to the post office if I need the receipt.

Timeline: I would need it mailed today by 5:00 PM to make today's pickup and to ensure arrival is by Friday.

4. Organize the data:

Letter preparation:

Write the recipient's address in the center of the envelope and my return address in the top left corner.

Place a regular postage stamp in the top right corner.

Location: Being just a basic letter, I will mail it via the mailbox two blocks away.

Timing: Mailing it by 5:00 PM today ensures that it will catch the last pickup for the day to be on its way to arrive no later than Friday.

#### 5. Find and identify the relationship:

Conventional letter mail requires only first-class postage, and there is the added advantage of having a mailbox next door in which to deposit it. Mailing it by 5:00 PM today coincides with the mailbox pickup schedule so that the letter will be well on its way to the recipient by Friday.

#### 6. To find a solution:

Plan: Put the address on the envelope, put my return address on it, and affix a postage stamp. Walk two blocks down and drop it off at the mailbox, making that day's pickup by 5:00 PM for Friday.

#### 7. Presentation (Tell a Story):

I will make sure to prepare the envelope for Friday with the address of the recipient and my return address, affixing a standard postage stamp on it. I'm going to go today to the nearest mailbox and drop it off by 5:00 PM, so I can make the collection. This way, the best timing for my letter to reach its destination is assured; the process will be both efficient and timely.