

UNITED STATES POST OFFICE



51Talk
无忧英语

Unit 2 Routines LESSON 4 **Send a letter**

LEARNING OBJECTIVE

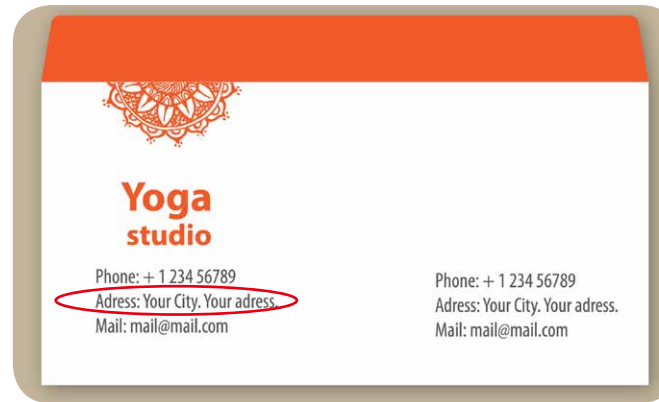
In this lesson, you will learn to help others
send a letter.

1 Warm-up

You are sending a letter to a friend. What do you need to write on the envelope?



name



address



zip code

2 New words and expressions

Matching game

1.



envelope

2.



3.



4.



5.



send [send]

letter ['letə(r)]

envelope ['envələʊp]

top left [left]

zip code [zip kəʊd]

Let's go through the sentences. Pay attention to the words in red.

- Send** me a card when you arrive in London.
- Mary wrote a **letter** to her friend Lily.
- This is the kind of **envelope** I want.
- Please put your address on the **top left** corner of the envelope.
- We should write the **zip code** after the address.

3 Speaking naturally

1. Conversation and activity

(Nick goes to a post office.)

Nick: Hello, I need to **send** this **letter**.

Chris: Okay, do you have an **envelope** for it?

Nick: No, can I buy one here?

Chris: Of course. Here you are.

Nick: Thank you. Where does my address go?

Chris: Your address goes on the **top left** side.

The other person's address goes in the middle.

Nick: Okay, I see. Thank you.

Chris: Don't forget the **zip code**!

**Nick wants to send his letter to Amy.
Where should he write these things?**

Nick Smith, 24 Oak Road, Seattle

Amy Green, 66 Castle Street, Las Vegas



3 Speaking naturally

2. Conversation and comprehension

Nick: Hello, I need to **send** this **letter**.

Chris: Okay, do you have an **envelope** for it?

Nick: No, can I buy one here?

Chris: Of course. Here you are.

Nick: Thank you. Where does my address go?

Chris: Your address goes on the **top left** side.

The other person's address goes in the middle.

Nick: Okay, I see. Thank you.

Chris: Don't forget the **zip code**!

Answer the questions:

1. What does Nick need to buy before sending the letter?

Nick needs to buy ...

2. What does Chris ask Nick to remember to do?

Chris asks Nick ...

3 Speaking naturally

3. Practice

Nick: Hello, I need to send this letter.

Chris: Okay, do you have an for it?

Nick: No, can I buy one here?

Chris: Of course. Here you are.

Nick: Thank you. Where does my address go?

Chris: Your address goes on the side, and the other person's address goes in the middle.

Nick: Okay, I see. Thank you.

Chris: Don't forget the !



4 Task

Speak out

Teacher Hello, I need to send this letter (card, package ...).

Okay. Do you have ...? **You**

Teacher ...

... **You**

Teacher ...

... **You**

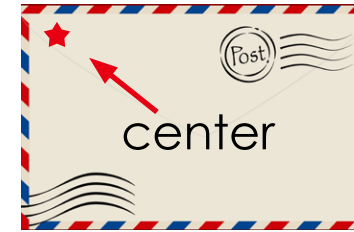
Word tips

- envelope
- of course
- top left side
- in the middle
- zip code

5 Summary

What did you learn in this lesson?

Words and phrases:



Sentences:

Let's check the next page!

5 Summary

You have learned the following vocabulary and sentence pattern to help others send a letter.

Words and phrases:



send



letter



envelope



top left



zip code

Sentence pattern:



Your address goes on/in ...

(Make a sentence)

